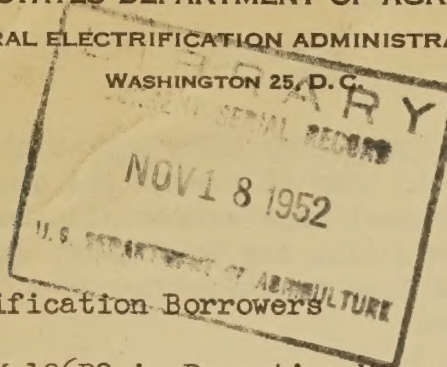


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UNITED STATES DEPARTMENT OF AGRICULTURE  
RURAL ELECTRIFICATION ADMINISTRATION



May 16, 1952

DEFENSE LETTER NO. 3

To : All REA Electrification Borrowers

Subject: Use of Form ADM-136R2 in Reporting Minor Requirements of Controlled Materials for Fourth Quarter 1952 and for First, Second, and Third Quarters 1953

In order to make allotments of controlled materials accurately and equitably for the next four quarters, REA must have up-to-date information as to your minor requirements in each of the quarters. The immediate cooperation which all borrowers have displayed in the past is again needed now to return to REA, not later than May 30, 1952, one copy of Form ADM-136R2 for each of the following quarters:

Fourth Quarter 1952  
First Quarter 1953  
Second Quarter 1953  
Third Quarter 1953

Eight copies of this form are enclosed. Fill out one copy for each of the four quarters and airmail these to REA. Fill out another copy for each quarter for your own records.

Before completing these Forms ADM-136R2, please review carefully the instructions printed on the reverse side of the form. We suggest that the REA Defense Handbook and other directions and information furnished you on the materials program be reviewed for definitions and conversion factors. This is essentially the same form as was used last time to report on minor requirements. It has been designed in worksheet form, so that you can compute on the one form the extent to which your minor requirements for controlled materials are unfilled for each quarter.

With this information, plus other data submitted on Form ADM-128 by borrowers having major plant additions, REA will have a clear, current picture of any rescheduling of construction that has been done during the previous quarter. Such information is essential to provide realistic statements of overall REA program requirements to DEPA and to promptly assure individual allotments.

We appreciate that it is difficult to make definite estimates of minor requirements so far in advance of the quarter in which the materials will be delivered and used. Nevertheless, careful advance planning is basic to the Controlled Materials Plan and must be done if the REA pooling arrangement is to continue to be effective.

In estimating your requirements for future quarters, you should include



2-Defense Letter No. 3

construction which is not yet under loan but which you have reason to believe will be under loan in time to permit the work to be done in the quarter indicated. REA cannot make actual allotments of material until a loan to finance the construction has been made, except where general funds are available for MRO and line construction in accordance with established REA procedure and practice.

Note that the form relates only to controlled materials. Class B products and products other than controlled materials are not to be reported on this form.

Controlled materials not specifically listed in the column headings on the form are: brass mill products, plate steel, alloy steel, and stainless steel. Power-type borrowers and the few distribution borrowers using several of these materials may find that columns (f) and (g) under "Other Controlled Materials" are inadequate to report their needs. In such case, this portion of the form can be extended or the report can be made on a separate piece of paper using the same format. Be sure to show the name of the controlled material being reported and the unit of measure.

Power-type borrowers should give a brief descriptive statement of any construction other than MRO reported on this form.

Your prompt cooperation in returning to REA, via airmail, one copy of the enclosed form (ADM-136R2), accurately and completely filled out, for each of the four quarters -- fourth quarter 1952 and first, second, and third quarters 1953 -- will be greatly appreciated and will make possible our prompt attention to your allotment of materials.

*Wm. C. Wise*

Acting Administrator

Enclosures



WORK SHEET FOR DEVELOPING AND REPORTING  
MINOR REQUIREMENTS OF CONTROLLED MATERIALS FOR        QUARTER 19       

INSTRUCTIONS: See reverse side of this form.

SYSTEM DESIGNATION

TO: U.S. DEPARTMENT OF AGRICULTURE, REA, WASHINGTON 25, D.C.

## PART I GENERAL DESCRIPTION OF MINOR WORK TO BE DONE IN THE ABOVE QUARTER

ITEMS OF CONSTRUCTION  
(Important - See reverse side for instructions.)  
(a)MILES  
(b)MEMBERS  
(c)

1. MEMBER SERVICE EXTENSIONS (MSE)

2. PROJECTS UNDER WAY (List each separately)

3. PROPOSED PROJECT CONSTRUCTION (List each separately, identifying system improvements)

PART II MINOR REQUIREMENTS OF CONTROLLED MATERIALS  
BASED ON ABOVE CONSTRUCTION PLUS MRO THIS QUARTER

ITEM (Important - See reverse side for instructions.) (a)	ALUMINUM BARE AND COVERED NET CONTENT (LBS) (b)	COPPER WIRE MILL NET CONTENT (LBS) (c)	CARBON STEEL		OTHER CONTROLLED MATERIALS	
			OTHER — (Includes Guy & Static Wire) (TONS) (d)	HEAVY STRUCTURAL (TONS) (e)	TYPE (LBS/TONS)* (f)	TYPE (LBS/TONS)* (g)
1. TOTAL ESTIMATED USE DURING THIS QUARTER FOR MRO, MSE, AND PROJECTS UNDERWAY.						
2. ESTIMATED USE FROM PRESENT INVENTORY AND FROM REA ALLOTMENTS ALREADY MADE FOR THIS AND PRIOR QUARTERS, BUT NOT DELIVERED, FOR MRO, MSE, AND PROJECTS UNDERWAY.						
3. ADDITIONAL ALLOTMENTS NOW REQUIRED FOR MRO, MSE AND PROJECTS UNDERWAY (ITEM 1 MINUS 2)						
4. TOTAL ESTIMATED USE DURING THIS QUARTER FOR PROPOSED PROJECTS, (CONSTRUCTION UNDER PART I, ITEM 3 ABOVE ONLY)						
5. ESTIMATED USE FROM PRESENT INVENTORY AND FROM REA ALLOTMENTS ALREADY MADE FOR THIS AND PRIOR QUARTERS, BUT NOT DELIVERED, FOR PROPOSED PROJECT CONSTRUCTION.						
6. ADDITIONAL ALLOTMENTS NOW REQUIRED FOR PROPOSED PROJECT CONSTRUCTION (ITEM 4 MINUS 5)						
7. TOTAL ADDITIONAL MINOR ALLOTMENTS NOW REQUIRED (ITEM 3 PLUS 6)						

REMARKS: (If additional space is necessary, use a separate sheet of paper).

## CERTIFICATION

The undersigned hereby certifies that he is authorized to execute this statement (on behalf of the borrower named above) and that the information contained herein is correct and complete to the best of his knowledge and belief.

DATE

TITLE

SIGNATURE

\*Strike out inapplicable unit of weight.



## INSTRUCTIONS

### MINOR REQUIREMENTS - Form ADM-136R2

Two copies of this form should be completed for the quarter that it covers. Be sure to mark clearly the quarter and year on the form. Airmail the original of the report to REA and retain a copy for your files. This form pertains to MINOR REQUIREMENTS (including MRO) only. See Defense Handbook (ADM-138) for definition of minor requirements. If you have major plant additions the material requirements should be filed with REA on Form ADM-128 for each major plant addition as early as possible.

#### PART I

##### GENERAL DESCRIPTION OF WORK TO BE DONE

Part I should be used for listing the work to be accomplished, during the quarter this report covers, in general terms - miles and members.

Item 1 - List the miles and members you plan to build and connect, during the quarter you specify above, by work order construction - Member Service Extensions (MSE)--columns (b) and (c).

Item 2 - Projects Under Way: For the purpose of this report "Under way" includes projects for which plans and specifications or estimate work orders have been submitted to REA and also includes construction under contract or in process of construction by force account as of the date you submit this report. List the project designation just below "Under way" and identify it by notes referring to the construction contract, plans and specifications or estimate work orders that have been submitted to REA. Add together all miles, including new construction, conversion and line changes, and report total miles you plan to construct and members this will add during the quarter this report covers. If you have more than one project under way, list each separately. Add notes under "Remarks" to identify the system improvement items, when necessary. Do not include major plant additions.

Item 3 - Proposed Project Construction: Include the projects for which plans and specifications or estimate work orders have not been submitted, but will require materials during the quarter. This will include the portion of projects which you estimate will be loaned in sufficient time to permit commencement of construction during the quarter the specific report covers. Actual allotments of material cannot be made, however, until a loan has been granted or unless general funds are available in accordance with established procedures. List the project designation, such as "K", under "Proposed" and to the right list the miles and members you estimate can be built and connected during the quarter. If you have more than one proposed project, list each separately. List system improvements for the quarter as a separate item and refer to the system study by appropriate notes. Do not include major plant additions.

#### PART II

##### MINOR REQUIREMENTS OF CONTROLLED MATERIALS

Part II should be used to list the controlled materials required for the construction to be done during the quarter. Aluminum, bare and covered combined, should be listed in pounds net aluminum content, column (b). Copper wire should be listed in pounds net copper content, column (c). (Do not include weight of steel content of bi-metallic conductor.) Other carbon

steel, including guy and static wire, reinforcing bar, and light structural shapes, should be listed in column (d). Heavy structural carbon steel (structural shapes with at least one cross section dimension three inches or greater) should be listed in column (e). Carbon steel should be listed in tons to the nearest one tenth ton. Your requirements for other controlled materials should be listed in columns (f) and (g). Be sure to specify the type of controlled material involved and the unit of weight in columns (f) and (g) when you list any requirements for other controlled materials. A note should also be added under "Remarks" describing the construction items that require these other controlled materials. See REA Defense Handbook for definition and conversion factors.

Item 1 - Total Estimated Use for MRO, MSE and Projects Under Way: List the total quantities of each controlled material that you plan to use for maintenance, repair and operation (MRO), member service extensions (MSE) and for project construction under way during the quarter this report covers. Records of past use for MRO and any schedules you have developed for MRO should be used as a guide for estimating MRO requirements.

Item 2 - List under each controlled material the quantity you will use from inventory or from allotments already made by REA for this or prior quarters but not yet delivered as of the date you file this report for MRO, MSE and project construction under way.

Item 3 - Additional Allotments Now Required for MRO, MSE, and Projects Under Way: This is your total estimated uses for these purposes (Item 1) minus that already available to you in inventory and from allotments already received that will be used (Item 2).

Item 4 - List the controlled materials you plan to use for minor "Proposed Project Construction" listed under Item 3, Part I, (above) during the quarter. Do not include requirements for major plant additions.

Item 5 - List under each controlled material the quantities you will use from inventory or from allotments already made by REA for this or prior quarters but not yet delivered as of the date you file this report for "Proposed Project Construction" only.

Item 6 - This is your estimated use for proposed project construction, minor (Item 4) minus that already available in your inventory and from previous allotments already received from REA that will be used for proposed project construction (Item 5).

Item 7 - Total Additional Minor Allotments Now Required: These are your additional minor allotments now required for MRO, MSE and Projects Under Way plus additional allotments now required for proposed project construction. It is the sum of Item 3 plus Item 6 for each controlled material.

Please be sure to date and sign the report.



## WORK SHEET FOR DEVELOPING AND REPORTING

## MINOR REQUIREMENTS OF CONTROLLED MATERIALS FOR \_\_\_\_\_ QUARTER 19 \_\_\_\_\_

INSTRUCTIONS: See reverse side of this form.

SYSTEM DESIGNATION

TO: U.S. DEPARTMENT OF AGRICULTURE, REA, WASHINGTON 25, D.C.

## PART I GENERAL DESCRIPTION OF MINOR WORK TO BE DONE IN THE ABOVE QUARTER

ITEMS OF CONSTRUCTION  
(Important - See reverse side for instructions.)  
(a)MILES  
(b)MEMBERS  
(c)

1. MEMBER SERVICE EXTENSIONS (MSE)

2. PROJECTS UNDER WAY (List each separately)

3. PROPOSED PROJECT CONSTRUCTION (List each separately, identifying system improvements)

PART II MINOR REQUIREMENTS OF CONTROLLED MATERIALS  
BASED ON ABOVE CONSTRUCTION PLUS MRO THIS QUARTER

ITEM (Important - See reverse side for instructions.) (a)	ALUMINUM BARE AND COVERED NET CONTENT (LBS) (b)	COPPER WIRE MILL NET CONTENT (LBS) (c)	CARBON STEEL		OTHER CONTROLLED MATERIALS	
			OTHER — (Includes Guy & Static Wire) (TONS) (d)	HEAVY STRUCTURAL (TONS) (e)	TYPE (LBS/TONS)* (f)	TYPE (LBS/TONS)* (g)
1. TOTAL ESTIMATED USE DURING THIS QUARTER FOR MRO, MSE, AND PROJECTS UNDERWAY.						
2. ESTIMATED USE FROM PRESENT INVENTORY AND FROM REA ALLOTMENTS ALREADY MADE FOR THIS AND PRIOR QUARTERS, BUT NOT DELIVERED, FOR MRO, MSE, AND PROJECTS UNDERWAY.						
3. ADDITIONAL ALLOTMENTS NOW REQUIRED FOR MRO, MSE AND PROJECTS UNDERWAY (ITEM 1 MINUS 2)						
4. TOTAL ESTIMATED USE DURING THIS QUARTER FOR PROPOSED PROJECTS. (CONSTRUCTION UNDER PART I, ITEM 3 ABOVE ONLY)						
5. ESTIMATED USE FROM PRESENT INVENTORY AND FROM REA ALLOTMENTS ALREADY MADE FOR THIS AND PRIOR QUARTERS, BUT NOT DELIVERED, FOR PROPOSED PROJECT CONSTRUCTION.						
6. ADDITIONAL ALLOTMENTS NOW REQUIRED FOR PROPOSED PROJECT CONSTRUCTION (ITEM 4 MINUS 5)						
7. TOTAL ADDITIONAL MINOR ALLOTMENTS NOW REQUIRED (ITEM 3 PLUS 6)						

REMARKS: (If additional space is necessary, use a separate sheet of paper).

## CERTIFICATION

The undersigned hereby certifies that he is authorized to execute this statement (on behalf of the borrower named above) and that the information contained herein is correct and complete to the best of his knowledge and belief.

DATE

TITLE

SIGNATURE

\*Strike out inapplicable unit of weight.



## INSTRUCTIONS

### MINOR REQUIREMENTS - Form ADM-136R2

Two copies of this form should be completed for the quarter that it covers. Be sure to mark clearly the quarter and year on the form. Airmail the original of the report to REA and retain a copy for your files. This form pertains to MINOR REQUIREMENTS (including MRO) only. See Defense Handbook (ADM-138) for definition of minor requirements. If you have major plant additions the material requirements should be filed with REA on Form ADM-128 for each major plant addition as early as possible.

#### PART I

##### GENERAL DESCRIPTION OF WORK TO BE DONE

Part I should be used for listing the work to be accomplished, during the quarter this report covers, in general terms - miles and members.

Item 1 - List the miles and members you plan to build and connect, during the quarter you specify above, by work order construction - Member Service Extensions (MSE)--columns (b) and (c).

Item 2 - Projects Under Way: For the purpose of this report "Under way" includes projects for which plans and specifications or estimate work orders have been submitted to REA and also includes construction under contract or in process of construction by force account as of the date you submit this report. List the project designation just below "Under way" and identify it by notes referring to the construction contract, plans and specifications or estimate work orders that have been submitted to REA. Add together all miles, including new construction, conversion and line changes, and report total miles you plan to construct and members this will add during the quarter this report covers. If you have more than one project under way, list each separately. Add notes under "Remarks" to identify the system improvement items, when necessary. Do not include major plant additions.

Item 3 - Proposed Project Construction: Include the projects for which plans and specifications or estimate work orders have not been submitted, but will require materials during the quarter. This will include the portion of projects which you estimate will be loaned in sufficient time to permit commencement of construction during the quarter the specific report covers. Actual allotments of material cannot be made, however, until a loan has been granted or unless general funds are available in accordance with established procedures. List the project designation, such as "K", under "Proposed" and to the right list the miles and members you estimate can be built and connected during the quarter. If you have more than one proposed project, list each separately. List system improvements for the quarter as a separate item and refer to the system study by appropriate notes. Do not include major plant additions.

#### PART II

##### MINOR REQUIREMENTS OF CONTROLLED MATERIALS

Part II should be used to list the controlled materials required for the construction to be done during the quarter. Aluminum, bare and covered combined, should be listed in pounds net aluminum content, column (b). Copper wire should be listed in pounds net copper content, column (c). (Do not include weight of steel content of bi-metallic conductor.) Other carbon

steel, including guy and static wire, reinforcing bar, and light structural shapes, should be listed in column (d). Heavy structural carbon steel (structural shapes with at least one cross section dimension three inches or greater) should be listed in column (e). Carbon steel should be listed in tons to the nearest one tenth ton. Your requirements for other controlled materials should be listed in columns (f) and (g). Be sure to specify the type of controlled material involved and the unit of weight in columns (f) and (g) when you list any requirements for other controlled materials. A note should also be added under "Remarks" describing the construction items that require these other controlled materials. See REA Defense Handbook for definition and conversion factors.

Item 1 - Total Estimated Use for MRO, MSE and Projects Under Way: List the total quantities of each controlled material that you plan to use for maintenance, repair and operation (MRO), member service extensions (MSE) and for project construction under way during the quarter this report covers. Records of past use for MRO and any schedules you have developed for MRO should be used as a guide for estimating MRO requirements.

Item 2 - List under each controlled material the quantity you will use from inventory or from allotments already made by REA for this or prior quarters but not yet delivered as of the date you file this report for MRO, MSE and project construction under way.

Item 3 - Additional Allotments Now Required for MRO, MSE, and Projects Under Way: This is your total estimated uses for these purposes (Item 1) minus that already available to you in inventory and from allotments already received that will be used (Item 2).

Item 4 - List the controlled materials you plan to use for minor "Proposed Project Construction" listed under Item 3, Part I, (above) during the quarter. Do not include requirements for major plant additions.

Item 5 - List under each controlled material the quantities you will use from inventory or from allotments already made by REA for this or prior quarters but not yet delivered as of the date you file this report for "Proposed Project Construction" only.

Item 6 - This is your estimated use for proposed project construction, minor (Item 4) minus that already available in your inventory and from previous allotments already received from REA that will be used for proposed project construction (Item 5).

Item 7 - Total Additional Minor Allotments Now Required: These are your additional minor allotments now required for MRO, MSE and Projects Under Way plus additional allotments now required for proposed project construction. It is the sum of Item 3 plus Item 6 for each controlled material.

Please be sure to date and sign the report.



WORK SHEET FOR DEVELOPING AND REPORTING  
MINOR REQUIREMENTS OF CONTROLLED MATERIALS FOR QUARTER 19

INSTRUCTIONS: See reverse side of this form.

SYSTEM DESIGNATION

TO: U.S. DEPARTMENT OF AGRICULTURE, REA, WASHINGTON 25, D.C.

## PART I GENERAL DESCRIPTION OF MINOR WORK TO BE DONE IN THE ABOVE QUARTER

ITEMS OF CONSTRUCTION (Important - See reverse side for instructions.) (a)	MILES (b)	MEMBERS (c)
1. MEMBER SERVICE EXTENSIONS (MSE)		
2. PROJECTS UNDER WAY (List each separately)		
3. PROPOSED PROJECT CONSTRUCTION (List each separately, identifying system improvements)		

PART II MINOR REQUIREMENTS OF CONTROLLED MATERIALS  
BASED ON ABOVE CONSTRUCTION PLUS MRO THIS QUARTER

ITEM (Important - See reverse side for instructions.) (a)	ALUMINUM BARE AND COVERED NET CONTENT (LBS) (b)	COPPER WIRE MILL NET CONTENT (LBS) (c)	CARBON STEEL		OTHER CONTROLLED MATERIALS	
			OTHER — (Includes Guy & Static Wire) (TONS) (d)	HEAVY STRUCTURAL (TONS) (e)	TYPE (LBS/TONS)* (f)	TYPE (LBS/TONS)* (g)
1. TOTAL ESTIMATED USE DURING THIS QUARTER FOR MRO, MSE, AND PROJECTS UNDERWAY.						
2. ESTIMATED USE FROM PRESENT INVENTORY AND FROM REA ALLOTMENTS ALREADY MADE FOR THIS AND PRIOR QUARTERS, BUT NOT DELIVERED, FOR MRO, MSE, AND PRO- JECTS UNDERWAY.						
3. ADDITIONAL ALLOTMENTS NOW REQUIRED FOR MRO, MSE AND PROJECTS UNDERWAY (ITEM 1 MINUS 2)						
4. TOTAL ESTIMATED USE DURING THIS QUARTER FOR PROPOSED PROJECTS. (CON- STRUCTION UNDER PART I, ITEM 3 ABOVE ONLY)						
5. ESTIMATED USE FROM PRESENT INVEN- TORY AND FROM REA ALLOTMENTS AL- READY MADE FOR THIS AND PRIOR QUART- ERS, BUT NOT DELIVERED, FOR PRO- POSED PROJECT CONSTRUCTION.						
6. ADDITIONAL ALLOTMENTS NOW REQUIRED FOR PROPOSED PROJECT CONSTRUCTION (ITEM 4 MINUS 5)						
7. TOTAL ADDITIONAL MINOR ALLOT- MENTS NOW REQUIRED (ITEM 3 PLUS 6)						

REMARKS: (If additional space is necessary, use a separate sheet of paper).

## CERTIFICATION

The undersigned hereby certifies that he is authorized to execute this statement (on behalf of the borrower named above) and that the information contained herein is correct and complete to the best of his knowledge and belief.

DATE

TITLE

SIGNATURE

\*Strike out inapplicable unit of weight.



## INSTRUCTIONS

### MINOR REQUIREMENTS - Form ADM-136R2

Two copies of this form should be completed for the quarter that it covers. Be sure to mark clearly the quarter and year on the form. Airmail the original of the report to REA and retain a copy for your files. This form pertains to MINOR REQUIREMENTS (including MRO) only. See Defense Handbook (ADM-138) for definition of minor requirements. If you have major plant additions the material requirements should be filed with REA on Form ADM-128 for each major plant addition as early as possible.

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Item 3 - Proposed Project Construction: Include the projects for which plans and specifications or estimate work orders have not been submitted, but will require materials during the quarter. This will include the portion of projects which you estimate will be loaned in sufficient time to permit commencement of construction during the quarter the specific report covers. Actual allotments of material cannot be made, however, until a loan has been granted or unless general funds are available in accordance with established procedures. List the project designation, such as "K", under "Proposed" and to the right list the miles and members you estimate can be built and connected during the quarter. If you have more than one proposed project, list each separately. List system improvements for the quarter as a separate item and refer to the system study by appropriate notes. Do not include major plant additions.

#### PART II

##### MINOR REQUIREMENTS OF CONTROLLED MATERIALS

Part II should be used to list the controlled materials required for the construction to be done during the quarter. Aluminum, bare and covered combined, should be listed in pounds net aluminum content, column (b). Copper wire should be listed in pounds net copper content, column (c). (Do not include weight of steel content of bi-metallic conductor.) Other carbon

steel, including guy and static wire, reinforcing bar, and light structural shapes, should be listed in column (d). Heavy structural carbon steel (structural shapes with at least one cross section dimension three inches or greater) should be listed in column (e). Carbon steel should be listed in tons to the nearest one tenth ton. Your requirements for other controlled materials should be listed in columns (f) and (g). Be sure to specify the type of controlled material involved and the unit of weight in columns (f) and (g) when you list any requirements for other controlled materials. A note should also be added under "Remarks" describing the construction items that require these other controlled materials. See REA Defense Handbook for definition and conversion factors.

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Item 2 - List under each controlled material the quantity you will use from inventory or from allotments already made by REA for this or prior quarters but not yet delivered as of the date you file this report for MRO, MSE and project construction under way.

Item 3 - Additional Allotments Now Required for MRO, MSE, and Projects Under Way: This is your total estimated uses for these purposes (Item 1) minus that already available to you in inventory and from allotments already received that will be used (Item 2).

Item 4 - List the controlled materials you plan to use for minor "Proposed Project Construction" listed under Item 3, Part I, (above) during the quarter. Do not include requirements for major plant additions.

Item 5 - List under each controlled material the quantities you will use from inventory or from allotments already made by REA for this or prior quarters but not yet delivered as of the date you file this report for "Proposed Project Construction" only.

Item 6 - This is your estimated use for proposed project construction, minor (Item 4) minus that already available in your inventory and from previous allotments already received from REA that will be used for proposed project construction (Item 5).

Item 7 - Total Additional Minor Allotments Now Required: These are your additional minor allotments now required for MRO, MSE and Projects Under Way plus additional allotments now required for proposed project construction. It is the sum of Item 3 plus Item 6 for each controlled material.

Please be sure to date and sign the report.



## WORK SHEET FOR DEVELOPING AND REPORTING

## MINOR REQUIREMENTS OF CONTROLLED MATERIALS FOR \_\_\_\_\_ QUARTER 19\_\_\_\_

INSTRUCTIONS: See reverse side of this form.

SYSTEM DESIGNATION \_\_\_\_\_

TO: U.S. DEPARTMENT OF AGRICULTURE, REA, WASHINGTON 25, D.C.

## PART I GENERAL DESCRIPTION OF MINOR WORK TO BE DONE IN THE ABOVE QUARTER

ITEMS OF CONSTRUCTION  
(Important - See reverse side for instructions.)  
(a)MILES  
(b)MEMBERS  
(c)

1. MEMBER SERVICE EXTENSIONS (MSE)

2. PROJECTS UNDER WAY (List each separately)

3. PROPOSED PROJECT CONSTRUCTION (List each separately, identifying system improvements)

PART II MINOR REQUIREMENTS OF CONTROLLED MATERIALS  
BASED ON ABOVE CONSTRUCTION PLUS MRO THIS QUARTERITEM  
(Important - See reverse side for instructions.)

(a)

ALUMINUM  
BARE AND  
COVERED  
NET CONTENT  
(LBS)

(b)

COPPER  
WIRE  
MILL  
NET CONTENT  
(LBS)

(c)

CARBON STEEL  
OTHER —  
(Includes Guy  
& Static Wire)  
(TONS)

(d)

HEAVY  
STRUCTURAL  
(TONS)

(e)

OTHER CONTROLLED  
MATERIALSTYPE  
(LBS/TONS)\*  
(f)TYPE  
(LBS/TONS)\*  
(g)1. TOTAL ESTIMATED USE DURING THIS  
QUARTER FOR MRO, MSE, AND PROJECTS  
UNDERWAY.2. ESTIMATED USE FROM PRESENT INVENTORY  
AND FROM REA ALLOTMENTS ALREADY MADE  
FOR THIS AND PRIOR QUARTERS, BUT NOT  
DELIVERED, FOR MRO, MSE, AND PRO-  
JECTS UNDERWAY.3. ADDITIONAL ALLOTMENTS NOW REQUIRED  
FOR MRO, MSE AND PROJECTS UNDERWAY  
(ITEM 1 MINUS 2)4. TOTAL ESTIMATED USE DURING THIS  
QUARTER FOR PROPOSED PROJECTS. (CON-  
STRUCTION UNDER PART I, ITEM 3  
ABOVE ONLY)5. ESTIMATED USE FROM PRESENT INVEN-  
TORY AND FROM REA ALLOTMENTS AL-  
READY MADE FOR THIS AND PRIOR QUART-  
ERS, BUT NOT DELIVERED, FOR PRO-  
POSED PROJECT CONSTRUCTION.6. ADDITIONAL ALLOTMENTS NOW REQUIRED  
FOR PROPOSED PROJECT CONSTRUCTION  
(ITEM 4 MINUS 5)7. TOTAL ADDITIONAL MINOR ALLOT-  
MENTS NOW REQUIRED (ITEM 3 PLUS 6)

REMARKS: (If additional space is necessary, use a separate sheet of paper).

## CERTIFICATION

The undersigned hereby certifies that he is authorized to execute this statement (on behalf of the borrower named above) and that the information contained herein is correct and complete to the best of his knowledge and belief.

DATE \_\_\_\_\_

TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

\*Strike out inapplicable unit of weight.



INSTRUCTIONS  
MINOR REQUIREMENTS - Form ADM-136R2

Two copies of this form should be completed for the quarter that it covers. Be sure to mark clearly the quarter and year on the form. Airmail the original of the report to REA and retain a copy for your files. This form pertains to MINOR REQUIREMENTS (including MRO) only. See Defense Handbook (ADM-138) for definition of minor requirements. If you have major plant additions the material requirements should be filed with REA on Form ADM-128 for each major plant addition as early as possible.

PART I

GENERAL DESCRIPTION OF WORK TO BE DONE

Part I should be used for listing the work to be accomplished, during the quarter this report covers, in general terms - miles and members.

Item 1 - List the miles and members you plan to build and connect, during the quarter you specify above, by work order construction - Member Service Extensions (MSE)--columns (b) and (c).

Item 2 - Projects Under Way: For the purpose of this report "Under way" includes projects for which plans and specifications or estimate work orders have been submitted to REA and also includes construction under contract or in process of construction by force account as of the date you submit this report. List the project designation just below "Under way" and identify it by notes referring to the construction contract, plans and specifications or estimate work orders that have been submitted to REA. Add together all miles, including new construction, conversion and line changes, and report total miles you plan to construct and members this will add during the quarter this report covers. If you have more than one project under way, list each separately. Add notes under "Remarks" to identify the system improvement items, when necessary. Do not include major plant additions.

Item 3 - Proposed Project Construction: Include the projects for which plans and specifications or estimate work orders have not been submitted, but will require materials during the quarter. This will include the portion of projects which you estimate will be loaned in sufficient time to permit commencement of construction during the quarter the specific report covers. Actual allotments of material cannot be made, however, until a loan has been granted or unless general funds are available in accordance with established procedures. List the project designation, such as "K", under "Proposed" and to the right list the miles and members you estimate can be built and connected during the quarter. If you have more than one proposed project, list each separately. List system improvements for the quarter as a separate item and refer to the system study by appropriate notes. Do not include major plant additions.

PART II

MINOR REQUIREMENTS OF CONTROLLED MATERIALS

Part II should be used to list the controlled materials required for the construction to be done during the quarter. Aluminum, bare and covered combined, should be listed in pounds net aluminum content, column (b). Copper wire should be listed in pounds net copper content, column (c). (Do not include weight of steel content of bi-metallic conductor.) Other carbon

steel, including guy and static wire, reinforcing bar, and light structural shapes, should be listed in column (d). Heavy structural carbon steel (structural shapes with at least one cross section dimension three inches or greater) should be listed in column (e). Carbon steel should be listed in tons to the nearest one tenth ton. Your requirements for other controlled materials should be listed in columns (f) and (g). Be sure to specify the type of controlled material involved and the unit of weight in columns (f) and (g) when you list any requirements for other controlled materials. A note should also be added under "Remarks" describing the construction items that require these other controlled materials. See REA Defense Handbook for definition and conversion factors.

Item 1 - Total Estimated Use for MRO, MSE and Projects Under Way: List the total quantities of each controlled material that you plan to use for maintenance, repair and operation (MRO), member service extensions (MSE) and for project construction under way during the quarter this report covers. Records of past use for MRO and any schedules you have developed for MRO should be used as a guide for estimating MRO requirements.

Item 2 - List under each controlled material the quantity you will use from inventory or from allotments already made by REA for this or prior quarters but not yet delivered as of the date you file this report for MRO, MSE and project construction under way.

Item 3 - Additional Allotments Now Required for MRO, MSE, and Projects Under Way: This is your total estimated uses for these purposes (Item 1) minus that already available to you in inventory and from allotments already received that will be used (Item 2).

Item 4 - List the controlled materials you plan to use for minor "Proposed Project Construction" listed under Item 3, Part I, (above) during the quarter. Do not include requirements for major plant additions.

Item 5 - List under each controlled material the quantities you will use from inventory or from allotments already made by REA for this or prior quarters but not yet delivered as of the date you file this report for "Proposed Project Construction" only.

Item 6 - This is your estimated use for proposed project construction, minor (Item 4) minus that already available in your inventory and from previous allotments already received from REA that will be used for proposed project construction (Item 5).

Item 7 - Total Additional Minor Allotments Now Required: These are your additional minor allotments now required for MRO, MSE and Projects Under Way plus additional allotments now required for proposed project construction. It is the sum of Item 3 plus Item 6 for each controlled material.

Please be sure to date and sign the report.



## WORK SHEET FOR DEVELOPING AND REPORTING

## MINOR REQUIREMENTS OF CONTROLLED MATERIALS FOR QUARTER 19

INSTRUCTIONS: See reverse side of this form.

SYSTEM DESIGNATION

TO: U. S. DEPARTMENT OF AGRICULTURE, REA, WASHINGTON 25, D.C.

## PART I GENERAL DESCRIPTION OF MINOR WORK TO BE DONE IN THE ABOVE QUARTER

ITEMS OF CONSTRUCTION (Important - See reverse side for instructions.) (a)	MILES (b)	MEMBERS (c)
1. MEMBER SERVICE EXTENSIONS (MSE)		
2. PROJECTS UNDER WAY (List each separately)		
3. PROPOSED PROJECT CONSTRUCTION (List each separately, identifying system improvements)		

PART II MINOR REQUIREMENTS OF CONTROLLED MATERIALS  
BASED ON ABOVE CONSTRUCTION PLUS MRO THIS QUARTER

ITEM (Important - See reverse side for instructions.) (a)	ALUMINUM BARE AND COVERED NET CONTENT (LBS) (b)	COPPER WIRE MILL NET CONTENT (LBS) (c)	CARBON STEEL		OTHER CONTROLLED MATERIALS	
			OTHER— (Includes Guy & Static Wire) (TONS) (d)	HEAVY STRUCTURAL (TONS) (e)	TYPE (LBS/TONS)* (f)	TYPE (LBS/TONS)* (g)
1. TOTAL ESTIMATED USE DURING THIS QUARTER FOR MRO, MSE, AND PROJECTS UNDERWAY.						
2. ESTIMATED USE FROM PRESENT INVENTORY AND FROM REA ALLOTMENTS ALREADY MADE FOR THIS AND PRIOR QUARTERS, BUT NOT DELIVERED, FOR MRO, MSE, AND PRO- JECTS UNDERWAY.						
3. ADDITIONAL ALLOTMENTS NOW REQUIRED FOR MRO, MSE AND PROJECTS UNDERWAY (ITEM 1 MINUS 2)						
4. TOTAL ESTIMATED USE DURING THIS QUARTER FOR PROPOSED PROJECTS. (CON- STRUCTION UNDER PART I, ITEM 3 ABOVE ONLY)						
5. ESTIMATED USE FROM PRESENT INVEN- TORY AND FROM REA ALLOTMENTS AL- READY MADE FOR THIS AND PRIOR QUART- ERS, BUT NOT DELIVERED, FOR PRO- POSED PROJECT CONSTRUCTION.						
6. ADDITIONAL ALLOTMENTS NOW REQUIRED FOR PROPOSED PROJECT CONSTRUCTION (ITEM 4 MINUS 5)						
7. TOTAL ADDITIONAL MINOR ALLOT- MENTS NOW REQUIRED (ITEM 3 PLUS 6)						

REMARKS: (If additional space is necessary, use a separate sheet of paper).

## CERTIFICATION

The undersigned hereby certifies that he is authorized to execute this statement (on behalf of the borrower named above) and that the information contained herein is correct and complete to the best of his knowledge and belief.

DATE

TITLE

SIGNATURE

\*Strike out inapplicable unit of weight.



## INSTRUCTIONS

### MINOR REQUIREMENTS - Form ADM-136R2

Two copies of this form should be completed for the quarter that it covers. Be sure to mark clearly the quarter and year on the form. Airmail the original of the report to REA and retain a copy for your files. This form pertains to MINOR REQUIREMENTS (including MRO) only. See Defense Handbook (ADM-138) for definition of minor requirements. If you have major plant additions the material requirements should be filed with REA on Form ADM-128 for each major plant addition as early as possible.

#### PART I

##### GENERAL DESCRIPTION OF WORK TO BE DONE

Part I should be used for listing the work to be accomplished, during the quarter this report covers, in general terms - miles and members.

Item 1 - List the miles and members you plan to build and connect, during the quarter you specify above, by work order construction - Member Service Extensions (MSE)--columns (b) and (c).

Item 2 - Projects Under Way: For the purpose of this report "Under way" includes projects for which plans and specifications or estimate work orders have been submitted to REA and also includes construction under contract or in process of construction by force account as of the date you submit this report. List the project designation just below "Under way" and identify it by notes referring to the construction contract, plans and specifications or estimate work orders that have been submitted to REA. Add together all miles, including new construction, conversion and line changes, and report total miles you plan to construct and members this will add during the quarter this report covers. If you have more than one project under way, list each separately. Add notes under "Remarks" to identify the system improvement items, when necessary. Do not include major plant additions.

Item 3 - Proposed Project Construction: Include the projects for which plans and specifications or estimate work orders have not been submitted, but will require materials during the quarter. This will include the portion of projects which you estimate will be loaned in sufficient time to permit commencement of construction during the quarter the specific report covers. Actual allotments of material cannot be made, however, until a loan has been granted or unless general funds are available in accordance with established procedures. List the project designation, such as "K", under "Proposed" and to the right list the miles and members you estimate can be built and connected during the quarter. If you have more than one proposed project, list each separately. List system improvements for the quarter as a separate item and refer to the system study by appropriate notes. Do not include major plant additions.

#### PART II

##### MINOR REQUIREMENTS OF CONTROLLED MATERIALS

Part II should be used to list the controlled materials required for the construction to be done during the quarter. Aluminum, bare and covered combined, should be listed in pounds net aluminum content, column (b). Copper wire should be listed in pounds net copper content, column (c). (Do not include weight of steel content of bi-metallic conductor.) Other carbon

steel, including guy and static wire, reinforcing bar, and light structural shapes, should be listed in column (d). Heavy structural carbon steel (structural shapes with at least one cross section dimension three inches or greater) should be listed in column (e). Carbon steel should be listed in tons to the nearest one tenth ton. Your requirements for other controlled materials should be listed in columns (f) and (g). Be sure to specify the type of controlled material involved and the unit of weight in columns (f) and (g) when you list any requirements for other controlled materials. A note should also be added under "Remarks" describing the construction items that require these other controlled materials. See REA Defense Handbook for definition and conversion factors.

Item 1 - Total Estimated Use for MRO, MSE and Projects Under Way: List the total quantities of each controlled material that you plan to use for maintenance, repair and operation (MRO), member service extensions (MSE) and for project construction under way during the quarter this report covers. Records of past use for MRO and any schedules you have developed for MRO should be used as a guide for estimating MRO requirements.

Item 2 - List under each controlled material the quantity you will use from inventory or from allotments already made by REA for this or prior quarters but not yet delivered as of the date you file this report for MRO, MSE and project construction under way.

Item 3 - Additional Allotments Now Required for MRO, MSE, and Projects Under Way: This is your total estimated uses for these purposes (Item 1) minus that already available to you in inventory and from allotments already received that will be used (Item 2).

Item 4 - List the controlled materials you plan to use for minor "Proposed Project Construction" listed under Item 3, Part I, (above) during the quarter. Do not include requirements for major plant additions.

Item 5 - List under each controlled material the quantities you will use from inventory or from allotments already made by REA for this or prior quarters but not yet delivered as of the date you file this report for "Proposed Project Construction" only.

Item 6 - This is your estimated use for proposed project construction, minor (Item 4) minus that already available in your inventory and from previous allotments already received from REA that will be used for proposed project construction (Item 5).

Item 7 - Total Additional Minor Allotments Now Required: These are your additional minor allotments now required for MRO, MSE and Projects Under Way plus additional allotments now required for proposed project construction. It is the sum of Item 3 plus Item 6 for each controlled material.

Please be sure to date and sign the report.



WORK SHEET FOR DEVELOPING AND REPORTING  
MINOR REQUIREMENTS OF CONTROLLED MATERIALS FOR \_\_\_\_\_ QUARTER 19 \_\_\_\_\_

INSTRUCTIONS: See reverse side of this form.

SYSTEM DESIGNATION

TO: U.S. DEPARTMENT OF AGRICULTURE, REA, WASHINGTON 25, D.C.

## PART I GENERAL DESCRIPTION OF MINOR WORK TO BE DONE IN THE ABOVE QUARTER

ITEMS OF CONSTRUCTION  
(Important - See reverse side for instructions.)  
(a)MILES  
(b)MEMBERS  
(c)

1. MEMBER SERVICE EXTENSIONS (MSE)

2. PROJECTS UNDER WAY (List each separately)

3. PROPOSED PROJECT CONSTRUCTION (List each separately, identifying system improvements)

PART II MINOR REQUIREMENTS OF CONTROLLED MATERIALS  
BASED ON ABOVE CONSTRUCTION PLUS MRO THIS QUARTER

ITEM (Important - See reverse side for instructions.) (a)	ALUMINUM BARE AND COVERED NET CONTENT (LBS) (b)	COPPER WIRE MILL NET CONTENT (LBS) (c)	CARBON STEEL		OTHER CONTROLLED MATERIALS	
			OTHER— (Includes Guy & Static Wire) (TONS) (d)	HEAVY STRUCTURAL (TONS) (e)	TYPE (LBS/TONS)* (f)	TYPE (LBS/TONS)* (g)
1. TOTAL ESTIMATED USE DURING THIS QUARTER FOR MRO, MSE, AND PROJECTS UNDERWAY.						
2. ESTIMATED USE FROM PRESENT INVENTORY AND FROM REA ALLOTMENTS ALREADY MADE FOR THIS AND PRIOR QUARTERS, BUT NOT DELIVERED, FOR MRO, MSE, AND PRO- JECTS UNDERWAY.						
3. ADDITIONAL ALLOTMENTS NOW REQUIRED FOR MRO, MSE AND PROJECTS UNDERWAY (ITEM 1 MINUS 2)						
4. TOTAL ESTIMATED USE DURING THIS QUARTER FOR PROPOSED PROJECTS, (CON- STRUCTION UNDER PART I, ITEM 3 ABOVE ONLY)						
5. ESTIMATED USE FROM PRESENT INVEN- TORY AND FROM REA ALLOTMENTS AL- READY MADE FOR THIS AND PRIOR QUART- ERS, BUT NOT DELIVERED, FOR PRO- POSED PROJECT CONSTRUCTION.						
6. ADDITIONAL ALLOTMENTS NOW REQUIRED FOR PROPOSED PROJECT CONSTRUCTION (ITEM 4 MINUS 5)						
7. TOTAL ADDITIONAL MINOR ALLOT- MENTS NOW REQUIRED (ITEM 3 PLUS 6)						

REMARKS: (If additional space is necessary, use a separate sheet of paper).

## CERTIFICATION

The undersigned hereby certifies that he is authorized to execute this statement (on behalf of the borrower named above) and that the information contained herein is correct and complete to the best of his knowledge and belief.

DATE

TITLE

SIGNATURE

\*Strike out inapplicable unit of weight.



## INSTRUCTIONS

### MINOR REQUIREMENTS - Form ADM-136R2

Two copies of this form should be completed for the quarter that it covers. Be sure to mark clearly the quarter and year on the form. Airmail the original of the report to REA and retain a copy for your files. This form pertains to MINOR REQUIREMENTS (including MRO) only. See Defense Handbook (ADM-138) for definition of minor requirements. If you have major plant additions the material requirements should be filed with REA on Form ADM-128 for each major plant addition as early as possible.

#### PART I

##### GENERAL DESCRIPTION OF WORK TO BE DONE

Part I should be used for listing the work to be accomplished, during the quarter this report covers, in general terms - miles and members.

Item 1 - List the miles and members you plan to build and connect, during the quarter you specify above, by work order construction - Member Service Extensions (MSE)--columns (b) and (c).

Item 2 - Projects Under Way: For the purpose of this report "Under way" includes projects for which plans and specifications or estimate work orders have been submitted to REA and also includes construction under contract or in process of construction by force account as of the date you submit this report. List the project designation just below "Under way" and identify it by notes referring to the construction contract, plans and specifications or estimate work orders that have been submitted to REA. Add together all miles, including new construction, conversion and line changes, and report total miles you plan to construct and members this will add during the quarter this report covers. If you have more than one project under way, list each separately. Add notes under "Remarks" to identify the system improvement items, when necessary. Do not include major plant additions.

Item 3 - Proposed Project Construction: Include the projects for which plans and specifications or estimate work orders have not been submitted, but will require materials during the quarter. This will include the portion of projects which you estimate will be loaned in sufficient time to permit commencement of construction during the quarter the specific report covers. Actual allotments of material cannot be made, however, until a loan has been granted or unless general funds are available in accordance with established procedures. List the project designation, such as "K", under "Proposed" and to the right list the miles and members you estimate can be built and connected during the quarter. If you have more than one proposed project, list each separately. List system improvements for the quarter as a separate item and refer to the system study by appropriate notes. Do not include major plant additions.

#### PART II

##### MINOR REQUIREMENTS OF CONTROLLED MATERIALS

Part II should be used to list the controlled materials required for the construction to be done during the quarter. Aluminum, bare and covered combined, should be listed in pounds net aluminum content, column (b). Copper wire should be listed in pounds net copper content, column (c). (Do not include weight of steel content of bi-metallic conductor.) Other carbon

steel, including guy and static wire, reinforcing bar, and light structural shapes, should be listed in column (d). Heavy structural carbon steel (structural shapes with at least one cross section dimension three inches or greater) should be listed in column (e). Carbon steel should be listed in tons to the nearest one tenth ton. Your requirements for other controlled materials should be listed in columns (f) and (g). Be sure to specify the type of controlled material involved and the unit of weight in columns (f) and (g) when you list any requirements for other controlled materials. A note should also be added under "Remarks" describing the construction items that require these other controlled materials. See REA Defense Handbook for definition and conversion factors.

Item 1 - Total Estimated Use for MRO, MSE and Projects Under Way: List the total quantities of each controlled material that you plan to use for maintenance, repair and operation (MRO), member service extensions (MSE) and for project construction under way during the quarter this report covers. Records of past use for MRO and any schedules you have developed for MRO should be used as a guide for estimating MRO requirements.

Item 2 - List under each controlled material the quantity you will use from inventory or from allotments already made by REA for this or prior quarters but not yet delivered as of the date you file this report for MRO, MSE and project construction under way.

Item 3 - Additional Allotments Now Required for MRO, MSE, and Projects Under Way: This is your total estimated uses for these purposes (Item 1) minus that already available to you in inventory and from allotments already received that will be used (Item 2).

Item 4 - List the controlled materials you plan to use for minor "Proposed Project Construction" listed under Item 3, Part I, (above) during the quarter. Do not include requirements for major plant additions.

Item 5 - List under each controlled material the quantities you will use from inventory or from allotments already made by REA for this or prior quarters but not yet delivered as of the date you file this report for "Proposed Project Construction" only.

Item 6 - This is your estimated use for proposed project construction, minor (Item 4) minus that already available in your inventory and from previous allotments already received from REA that will be used for proposed project construction (Item 5).

Item 7 - Total Additional Minor Allotments Now Required: These are your additional minor allotments now required for MRO, MSE and Projects Under Way plus additional allotments now required for proposed project construction. It is the sum of Item 3 plus Item 6 for each controlled material.

Please be sure to date and sign the report.



## WORK SHEET FOR DEVELOPING AND REPORTING

## MINOR REQUIREMENTS OF CONTROLLED MATERIALS FOR \_\_\_\_\_ QUARTER 19\_\_\_\_

INSTRUCTIONS: See reverse side of this form.

SYSTEM DESIGNATION \_\_\_\_\_

TO: U. S. DEPARTMENT OF AGRICULTURE, REA, WASHINGTON 25, D.C.

## PART I GENERAL DESCRIPTION OF MINOR WORK TO BE DONE IN THE ABOVE QUARTER

ITEMS OF CONSTRUCTION (Important - See reverse side for instructions.) (a)	MILES (b)	MEMBERS (c)
1. MEMBER SERVICE EXTENSIONS (MSE)		
2. PROJECTS UNDER WAY (List each separately)		
3. PROPOSED PROJECT CONSTRUCTION (List each separately, identifying system improvements)		

PART II MINOR REQUIREMENTS OF CONTROLLED MATERIALS  
BASED ON ABOVE CONSTRUCTION PLUS MRO THIS QUARTER

ITEM (Important - See reverse side for instructions.) (a)	ALUMINUM BARE AND COVERED NET CONTENT (LBS) (b)	COPPER WIRE MILL NET CONTENT (LBS) (c)	CARBON STEEL		OTHER CONTROLLED MATERIALS	
			OTHER— (Includes Guy & Static Wire) (TONS) (d)	HEAVY STRUCTURAL (TONS) (e)	TYPE (LBS/TONS)* (f)	TYPE (LBS/TONS)* (g)
1. TOTAL ESTIMATED USE DURING THIS QUARTER FOR MRO, MSE, AND PROJECTS UNDERWAY.						
2. ESTIMATED USE FROM PRESENT INVENTORY AND FROM REA ALLOTMENTS ALREADY MADE FOR THIS AND PRIOR QUARTERS, BUT NOT DELIVERED, FOR MRO, MSE, AND PRO- JECTS UNDERWAY.						
3. ADDITIONAL ALLOTMENTS NOW REQUIRED FOR MRO, MSE AND PROJECTS UNDERWAY (ITEM 1 MINUS 2)						
4. TOTAL ESTIMATED USE DURING THIS QUARTER FOR PROPOSED PROJECTS. (CON- STRUCTION UNDER PART I, ITEM 3 ABOVE ONLY)						
5. ESTIMATED USE FROM PRESENT INVEN- TORY AND FROM REA ALLOTMENTS AL- READY MADE FOR THIS AND PRIOR QUART- ERS, BUT NOT DELIVERED, FOR PRO- POSED PROJECT CONSTRUCTION.						
6. ADDITIONAL ALLOTMENTS NOW REQUIRED FOR PROPOSED PROJECT CONSTRUCTION (ITEM 4 MINUS 5)						
7. TOTAL ADDITIONAL MINOR ALLOT- MENTS NOW REQUIRED (ITEM 3 PLUS 6)						

REMARKS: (If additional space is necessary, use a separate sheet of paper).

## CERTIFICATION

The undersigned hereby certifies that he is authorized to execute this statement (on behalf of the borrower named above) and that the information contained herein is correct and complete to the best of his knowledge and belief.

DATE \_\_\_\_\_

TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

\*Strike out inapplicable unit of weight.



## INSTRUCTIONS

### MINOR REQUIREMENTS - Form ADM-136R2

Two copies of this form should be completed for the quarter that it covers. Be sure to mark clearly the quarter and year on the form. Airmail the original of the report to REA and retain a copy for your files. This form pertains to MINOR REQUIREMENTS (including MRO) only. See Defense Handbook (ADM-138) for definition of minor requirements. If you have major plant additions the material requirements should be filed with REA on Form ADM-128 for each major plant addition as early as possible.

#### PART I

##### GENERAL DESCRIPTION OF WORK TO BE DONE

Part I should be used for listing the work to be accomplished, during the quarter this report covers, in general terms - miles and members.

Item 1 - List the miles and members you plan to build and connect, during the quarter you specify above, by work order construction - Member Service Extensions (MSE)--columns (b) and (c).

Item 2 - Projects Under Way: For the purpose of this report "Under way" includes projects for which plans and specifications or estimate work orders have been submitted to REA and also includes construction under contract or in process of construction by force account as of the date you submit this report. List the project designation just below "Under way" and identify it by notes referring to the construction contract, plans and specifications or estimate work orders that have been submitted to REA. Add together all miles, including new construction, conversion and line changes, and report total miles you plan to construct and members this will add during the quarter this report covers. If you have more than one project under way, list each separately. Add notes under "Remarks" to identify the system improvement items, when necessary. Do not include major plant additions.

Item 3 - Proposed Project Construction: Include the projects for which plans and specifications or estimate work orders have not been submitted, but will require materials during the quarter. This will include the portion of projects which you estimate will be loaned in sufficient time to permit commencement of construction during the quarter the specific report covers. Actual allotments of material cannot be made, however, until a loan has been granted or unless general funds are available in accordance with established procedures. List the project designation, such as "K", under "Proposed" and to the right list the miles and members you estimate can be built and connected during the quarter. If you have more than one proposed project, list each separately. List system improvements for the quarter as a separate item and refer to the system study by appropriate notes. Do not include major plant additions.

#### PART II

##### MINOR REQUIREMENTS OF CONTROLLED MATERIALS

Part II should be used to list the controlled materials required for the construction to be done during the quarter. Aluminum, bare and covered combined, should be listed in pounds net aluminum content, column (b). Copper wire should be listed in pounds net copper content, column (c). (Do not include weight of steel content of bi-metallic conductor.) Other carbon

steel, including guy and static wire, reinforcing bar, and light structural shapes, should be listed in column (d). Heavy structural carbon steel (structural shapes with at least one cross section dimension three inches or greater) should be listed in column (e). Carbon steel should be listed in tons to the nearest one tenth ton. Your requirements for other controlled materials should be listed in columns (f) and (g). Be sure to specify the type of controlled material involved and the unit of weight in columns (f) and (g) when you list any requirements for other controlled materials. A note should also be added under "Remarks" describing the construction items that require these other controlled materials. See REA Defense Handbook for definition and conversion factors.

Item 1 - Total Estimated Use for MRO, MSE and Projects Under Way: List the total quantities of each controlled material that you plan to use for maintenance, repair and operation (MRO), member service extensions (MSE) and for project construction under way during the quarter this report covers. Records of past use for MRO and any schedules you have developed for MRO should be used as a guide for estimating MRO requirements.

Item 2 - List under each controlled material the quantity you will use from inventory or from allotments already made by REA for this or prior quarters but not yet delivered as of the date you file this report for MRO, MSE and project construction under way.

Item 3 - Additional Allotments Now Required for MRO, MSE, and Projects Under Way: This is your total estimated uses for these purposes (Item 1) minus that already available to you in inventory and from allotments already received that will be used (Item 2).

Item 4 - List the controlled materials you plan to use for minor "Proposed Project Construction" listed under Item 3, Part I, (above) during the quarter. Do not include requirements for major plant additions.

Item 5 - List under each controlled material the quantities you will use from inventory or from allotments already made by REA for this or prior quarters but not yet delivered as of the date you file this report for "Proposed Project Construction" only.

Item 6 - This is your estimated use for proposed project construction, minor (Item 4) minus that already available in your inventory and from previous allotments already received from REA that will be used for proposed project construction (Item 5).

Item 7 - Total Additional Minor Allotments Now Required: These are your additional minor allotments now required for MRO, MSE and Projects Under Way plus additional allotments now required for proposed project construction. It is the sum of Item 3 plus Item 6 for each controlled material.

Please be sure to date and sign the report.



WORK SHEET FOR DEVELOPING AND REPORTING  
MINOR REQUIREMENTS OF CONTROLLED MATERIALS FOR        QUARTER 19       

INSTRUCTIONS: See reverse side of this form.	SYSTEM DESIGNATION
TO: U.S. DEPARTMENT OF AGRICULTURE, REA, WASHINGTON 25, D.C.	

## PART I GENERAL DESCRIPTION OF MINOR WORK TO BE DONE IN THE ABOVE QUARTER

ITEMS OF CONSTRUCTION (Important - See reverse side for instructions.) (a)		MILES (b)	MEMBERS (c)
1. MEMBER SERVICE EXTENSIONS (MSE)			
2. PROJECTS UNDER WAY (List each separately)			
3. PROPOSED PROJECT CONSTRUCTION (List each separately, identifying system improvements)			

PART II MINOR REQUIREMENTS OF CONTROLLED MATERIALS  
BASED ON ABOVE CONSTRUCTION PLUS MRO THIS QUARTER

ITEM (Important - See reverse side for instructions.) (a)	ALUMINUM BARE AND COVERED NET CONTENT (LBS) (b)	COPPER WIRE MILL NET CONTENT (LBS) (c)	CARBON STEEL		OTHER CONTROLLED MATERIALS	
			OTHER — (Includes Guy & Static Wire) (TONS) (d)	HEAVY STRUCTURAL (TONS) (e)	TYPE (LBS/TONS)* (f)	TYPE (LBS/TONS)* (g)
1. TOTAL ESTIMATED USE DURING THIS QUARTER FOR MRO, MSE, AND PROJECTS UNDERWAY.						
2. ESTIMATED USE FROM PRESENT INVENTORY AND FROM REA ALLOTMENTS ALREADY MADE FOR THIS AND PRIOR QUARTERS, BUT NOT DELIVERED, FOR MRO, MSE, AND PRO- JECTS UNDERWAY.						
3. ADDITIONAL ALLOTMENTS NOW REQUIRED FOR MRO, MSE AND PROJECTS UNDERWAY (ITEM 1 MINUS 2)						
4. TOTAL ESTIMATED USE DURING THIS QUARTER FOR PROPOSED PROJECTS. (CON- STRUCTION UNDER PART I, ITEM 3 ABOVE ONLY)						
5. ESTIMATED USE FROM PRESENT INVEN- TORY AND FROM REA ALLOTMENTS AL- READY MADE FOR THIS AND PRIOR QUART- ERS, BUT NOT DELIVERED, FOR PRO- POSED PROJECT CONSTRUCTION.						
6. ADDITIONAL ALLOTMENTS NOW REQUIRED FOR PROPOSED PROJECT CONSTRUCTION (ITEM 4 MINUS 5)						
7. TOTAL ADDITIONAL MINOR ALLOT- MENTS NOW REQUIRED (ITEM 3 PLUS 6)						

REMARKS: (If additional space is necessary, use a separate sheet of paper).

## CERTIFICATION

The undersigned hereby certifies that he is authorized to execute this statement (on behalf of the borrower named above) and that the information contained herein is correct and complete to the best of his knowledge and belief.

DATE

TITLE

SIGNATURE

\*Strike out inapplicable unit of weight.



## INSTRUCTIONS

### MINOR REQUIREMENTS - Form ADM-136R2

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#### PART I

##### GENERAL DESCRIPTION OF WORK TO BE DONE

Part I should be used for listing the work to be accomplished, during the quarter this report covers, in general terms - miles and members.

Item 1 - List the miles and members you plan to build and connect, during the quarter you specify above, by work order construction - Member Service Extensions (MSE)--columns (b) and (c).

Item 2 - Projects Under Way: For the purpose of this report "Under way" includes projects for which plans and specifications or estimate work orders have been submitted to REA and also includes construction under contract or in process of construction by force account as of the date you submit this report. List the project designation just below "Under way" and identify it by notes referring to the construction contract, plans and specifications or estimate work orders that have been submitted to REA. Add together all miles, including new construction, conversion and line changes, and report total miles you plan to construct and members this will add during the quarter this report covers. If you have more than one project under way, list each separately. Add notes under "Remarks" to identify the system improvement items, when necessary. Do not include major plant additions.

Item 3 - Proposed Project Construction: Include the projects for which plans and specifications or estimate work orders have not been submitted, but will require materials during the quarter. This will include the portion of projects which you estimate will be loaned in sufficient time to permit commencement of construction during the quarter the specific report covers. Actual allotments of material cannot be made, however, until a loan has been granted or unless general funds are available in accordance with established procedures. List the project designation, such as "K", under "Proposed" and to the right list the miles and members you estimate can be built and connected during the quarter. If you have more than one proposed project, list each separately. List system improvements for the quarter as a separate item and refer to the system study by appropriate notes. Do not include major plant additions.

#### PART II

##### MINOR REQUIREMENTS OF CONTROLLED MATERIALS

Part II should be used to list the controlled materials required for the construction to be done during the quarter. Aluminum, bare and covered combined, should be listed in pounds net aluminum content, column (b). Copper wire should be listed in pounds net copper content, column (c). (Do not include weight of steel content of bi-metallic conductor.) Other carbon

steel, including guy and static wire, reinforcing bar, and light structural shapes, should be listed in column (d). Heavy structural carbon steel (structural shapes with at least one cross section dimension three inches or greater) should be listed in column (e). Carbon steel should be listed in tons to the nearest one tenth ton. Your requirements for other controlled materials should be listed in columns (f) and (g). Be sure to specify the type of controlled material involved and the unit of weight in columns (f) and (g) when you list any requirements for other controlled materials. A note should also be added under "Remarks" describing the construction items that require these other controlled materials. See REA Defense Handbook for definition and conversion factors.

Item 1 - Total Estimated Use for MRO, MSE and Projects Under Way: List the total quantities of each controlled material that you plan to use for maintenance, repair and operation (MRO), member service extensions (MSE) and for project construction under way during the quarter this report covers. Records of past use for MRO and any schedules you have developed for MRO should be used as a guide for estimating MRO requirements.

Item 2 - List under each controlled material the quantity you will use from inventory or from allotments already made by REA for this or prior quarters but not yet delivered as of the date you file this report for MRO, MSE and project construction under way.

Item 3 - Additional Allotments Now Required for MRO, MSE, and Projects Under Way: This is your total estimated uses for these purposes (Item 1) minus that already available to you in inventory and from allotments already received that will be used (Item 2).

Item 4 - List the controlled materials you plan to use for minor "Proposed Project Construction" listed under Item 3, Part I, (above) during the quarter. Do not include requirements for major plant additions.

Item 5 - List under each controlled material the quantities you will use from inventory or from allotments already made by REA for this or prior quarters but not yet delivered as of the date you file this report for "Proposed Project Construction" only.

Item 6 - This is your estimated use for proposed project construction, minor (Item 4) minus that already available in your inventory and from previous allotments already received from REA that will be used for proposed project construction (Item 5).

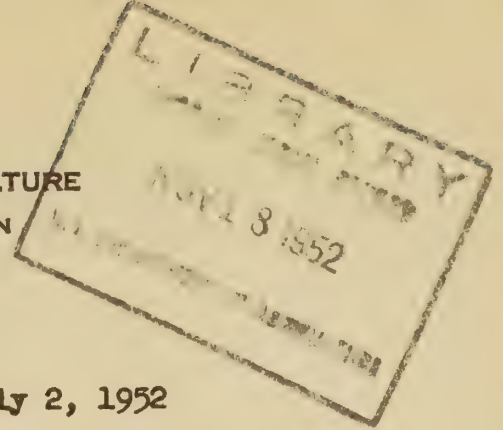
Item 7 - Total Additional Minor Allotments Now Required: These are your additional minor allotments now required for MRO, MSE and Projects Under Way plus additional allotments now required for proposed project construction. It is the sum of Item 3 plus Item 6 for each controlled material.

Please be sure to date and sign the report.



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UNITED STATES DEPARTMENT OF AGRICULTURE  
RURAL ELECTRIFICATION ADMINISTRATION  
WASHINGTON 25, D. C.



July 2, 1952

DEFENSE LETTER NO. 4

To : All REA Electrification Borrowers

Subject: Reporting Receipt, Use and Inventory of Controlled  
Materials on Form ADM-135R2

Under CMP, controlled materials which are allotted must also be accounted for. This accounting is to be done on a quarterly basis and is to show the amount of material received and the amount used during each quarter as well as the amount on hand at the end of the quarter. These data, which are collected by DEPA from the utilities, must also be obtained by REA from our borrowers. A summary of REA data is then transmitted to DEPA for incorporation into its industry-wide report.

The attached REA Form ADM-135R2, "Borrower's Quarterly Report of Controlled Materials Received and Used 2nd Quarter 1952, and on Hand as of June 30, 1952," is designed to permit reporting by REA borrowers of controlled materials received and used during the 2nd quarter 1952 and to show the controlled materials on hand as of June 30, 1952.

Two copies of the form are attached. Please complete both copies, retain one for your files, and airmail the other copy to REA on or before July 18, 1952.

*Wm. C. Wise*  
Acting Administrator

Enclosures-2



THE [illegible] OF [illegible]

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RM ADM-135R2 52) <div style="text-align: center; margin-top: 5px;">           U. S. DEPARTMENT OF AGRICULTURE            RURAL ELECTRIFICATION ADMINISTRATION         </div> <div style="text-align: center; margin-top: 10px;"> <b>BORROWER'S QUARTERLY REPORT OF CONTROLLED MATERIALS            RECEIVED &amp; USED 2nd QUARTER 1952 &amp; ON HAND AS OF JUNE 30, 1952</b> </div> <div style="margin-top: 5px;"> <b>To:</b> U. S. DEPARTMENT OF AGRICULTURE, REA, WASHINGTON 25, D.C.       </div> <div style="margin-top: 5px;"> <b>INSTRUCTIONS:</b> Mail one (1) copy to REA on or before July 18, 1952.          See reverse for detailed instructions. If necessary attach separate sheet containing remarks.       </div>	<div style="text-align: center; margin-bottom: 5px;"> <i>Form Approved</i>  <b>Budget Bureau No. 40-R2382.1</b> </div> SYSTEM DESIGNATION
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**PART I CONTROLLED MATERIALS RECEIVED 2nd QUARTER 1952**

CONTROLLED MATERIALS (a)	CODE (b)	UNIT (c)	MAJOR PLANT ADDITION (Received with H-3 Allotment) 2ND QUARTER (d)	MINOR REQUIREMENTS (Received with H-4 Allotment) 2ND QUARTER (e)
STEEL - CARBON - TOTAL (Total Codes 13 thru 17)	10	TONS-ONE DECIMAL		
PLATE	13			
STRUCTURAL SHAPES (Heavy and Piling)	14			
OTHER CARBON STEEL (Includes Guy and Static Wire)	17			
COPPER - BRASS MILL PRODUCTS	40	NEAREST POUND		
COPPER - WIRE MILL PRODUCTS (Show Copper Content Only)	50			
ALUMINUM (Includes Bare & Covered) (Show Aluminum Content Only)	70			

**PART II CONTROLLED MATERIALS USED 2nd QUARTER 1952**

CONTROLLED MATERIALS	CODE	UNIT	MAJOR PLANT ADDITION	MINOR REQUIREMENTS
COPPER - WIRE MILL PRODUCTS (Show Copper Content Only)	50	NEAREST POUND		
ALUMINUM (Includes Bare & Covered) (Show Aluminum Content Only)	70			

**PART III CONTROLLED MATERIAL ON HAND AS OF JUNE 30, 1952**

ITEM (a)	COPPER CONDUCTOR (Nearest Net Pound) 50 (b)	ALUMINUM CONDUCTOR (Includes Bare & Covered) (Nearest Net Pound) 70 (c)
1. SET ASIDE FOR MAJOR PLANT ADDITIONS		
2. MINOR REQUIREMENTS (In Inventory)		
3. SET ASIDE FOR EMERGENCY USE		
4. TOTAL ON HAND		

**CERTIFICATION**

The undersigned hereby certifies that he is authorized to execute this statement and that the information contained herein is correct and complete to the best of his knowledge and belief.

DATE

SIGNATURE OF AUTHORIZED OFFICIAL

\*This space may be used to report the receipt of stainless steel, containing over 1% of nickle, or alloy steel.



## INSTRUCTIONS FOR PREPARING FORM ADM-135R2

1. FILE A SINGLE COPY of REA Form ADM-135R2 with the Area Office for distribution type borrowers or Power Division for power type borrowers on or before July 18, 1952
2. CONTROLLED MATERIALS RECEIVED SECOND QUARTER 1952 refers to the actual RECEIPT by you or your contractor of controlled materials during the second quarter, 1952. The material needed for a class A product is considered as RECEIVED at the time your fabricator RECEIVES it although you may not take possession of the finished product until a later quarter.
3. CONTROLLED MATERIALS USED SECOND QUARTER 1952 refers to the actual USE of controlled materials by you or your contractor during the Second quarter of 1952 irrespective of the quarter in which it was received. It should also include material taken from inventory, purchased from another borrower and material which has been retired from the system. The amount shown should also include the controlled material USED by your fabricator of class A products. Controlled material which has been USED by your fabricator in constructing a class A product should not be considered as inventory even though it may not yet be installed in its ultimate location. Conductor is considered used when it is paid-out or strung.
4. CONTROLLED MATERIALS ON HAND JUNE 30, 1952, refers to the controlled material which you have on hand or which your contractor has on hand which has not been incorporated into plant. This should also include material retired and not reinstalled as well as material purchased from another borrower.
5. MAJOR PLANT ADDITION is defined in Defense Handbook, Chapter 1, Sec. 1.
6. MINOR REQUIREMENTS include member service extensions, MRO, and other construction requirements excluding the requirements for major plant additions.
7. EMERGENCY materials on hand should be only that controlled material which must be maintained at all times for emergencies (not for normal repair and maintenance). This classification of materials, being limited to bare essentials, should not be subject to much change.
8. GENERAL INSTRUCTIONS are as follow:
  - a. Do not report any materials received, used, or on hand for the construction and maintenance of office buildings, garages, and warehouses.
  - b. Do not include the weight of materials contained in any class B product or the weight of any material in a non-controlled product.
  - c. Show only the net weight of the copper or aluminum content of bi-metallic conductors and do not report the steel content. Conversion factors to assist in calculating net content will be found in the Defense Handbook, Chapter 1, Table 3
  - d. When completing Part 1 (Column D) Carbon Steel Check to see that the amounts shown for Codes 13, 14 and 17 add up to the total amount shown for Code 10 for Major Plant Additions.
9. REMARKS should include any general information which will be helpful to REA in analyzing this report. If you have material on hand which is in excess of your needs and which you are willing to sell or trade to other REA borrowers, please specify the sizes, types and amounts.



**BORROWER'S QUARTERLY REPORT OF CONTROLLED MATERIALS  
RECEIVED & USED 2nd QUARTER 1952 & ON HAND AS OF JUNE 30, 1952**

SYSTEM DESIGNATION

To: U. S. DEPARTMENT OF AGRICULTURE, REA, WASHINGTON 25, D.C.

INSTRUCTIONS: Mail one (1) copy to REA on or before July 18, 1952.  
See reverse for detailed instructions. If necessary attach separate sheet containing remarks.

**PART I CONTROLLED MATERIALS RECEIVED 2nd QUARTER 1952**

CONTROLLED MATERIALS (a)	CODE (b)	UNIT (c)	MAJOR PLANT ADDITION (Received with H-3 Allotment) 2ND QUARTER (d)	MINOR REQUIREMENTS (Received with H-4 Allotment) 2ND QUARTER (e)
STEEL - CARBON - TOTAL (Total Codes 13 thru 17)	10	TONS-ONE DECIMAL		
PLATE	13			
STRUCTURAL SHAPES (Heavy and Piling)	14			
OTHER CARBON STEEL (Includes Guy and Static Wire)	17			
*				
COPPER - BRASS MILL PRODUCTS	40	NEAREST POUND		
COPPER - WIRE MILL PRODUCTS (Show Copper Content Only)	50			
ALUMINUM (Includes Bare & Covered) (Show Aluminum Content Only)	70			

**PART II CONTROLLED MATERIALS USED 2nd QUARTER 1952**

			MAJOR PLANT ADDITION	MINOR REQUIREMENTS
COPPER - WIRE MILL PRODUCTS (Show Copper Content Only)	50	NEAREST POUND		
ALUMINUM (Includes Bare & Covered) (Show Aluminum Content Only)	70			

**PART III CONTROLLED MATERIAL ON HAND AS OF JUNE 30, 1952**

ITEM (a)	COPPER CONDUCTOR (Nearest Net Pound) 50 (b)	ALUMINUM CONDUCTOR (Includes Bare & Covered) (Nearest Net Pound) 70 (c)
1. SET ASIDE FOR MAJOR PLANT ADDITIONS		
2. MINOR REQUIREMENTS (In Inventory)		
3. SET ASIDE FOR EMERGENCY USE		
4. TOTAL ON HAND		

**CERTIFICATION**

The undersigned hereby certifies that he is authorized to execute this statement and that the information contained herein is correct and complete to the best of his knowledge and belief.

DATE

SIGNATURE OF AUTHORIZED OFFICIAL

\*This space may be used to report the receipt of stainless steel, containing over 1% of nickel, or alloy steel.



## INSTRUCTIONS FOR PREPARING FORM ADM-135R2

1. FILE A SINGLE COPY of REA Form ADM-135R2 with the Area Office for distribution type borrowers or Power Division for power type borrowers on or before July 18, 1952
2. CONTROLLED MATERIALS RECEIVED SECOND QUARTER 1952 refers to the actual RECEIPT by you or your contractor of controlled materials during the second quarter, 1952. The material needed for a class A product is considered as RECEIVED at the time your fabricator RECEIVES it although you may not take possession of the finished product until a later quarter.
3. CONTROLLED MATERIALS USED SECOND QUARTER 1952 refers to the actual USE of controlled materials by you or your contractor during the Second quarter of 1952 irrespective of the quarter in which it was received. It should also include material taken from inventory, purchased from another borrower and material which has been retired from the system. The amount shown should also include the controlled material USED by your fabricator of class A products. Controlled material which has been USED by your fabricator in constructing a class A product should not be considered as inventory even though it may not yet be installed in its ultimate location. Conductor is considered used when it is paid-out or strung.
4. CONTROLLED MATERIALS ON HAND JUNE 30, 1952, refers to the controlled material which you have on hand or which your contractor has on hand which has not been incorporated into plant. This should also include material retired and not reinstalled as well as material purchased from another borrower.
5. MAJOR PLANT ADDITION is defined in Defense Handbook, Chapter 1, Sec. 1.
6. MINOR REQUIREMENTS include member service extensions, MRO, and other construction requirements excluding the requirements for major plant additions.
7. EMERGENCY materials on hand should be only that controlled material which must be maintained at all times for emergencies (not for normal repair and maintenance). This classification of materials, being limited to bare essentials, should not be subject to much change.
8. GENERAL INSTRUCTIONS are as follow:
  - a. Do not report any materials received, used, or on hand for the construction and maintenance of office buildings, garages, and warehouses.
  - b. Do not include the weight of materials contained in any class B product or the weight of any material in a non-controlled product.
  - c. Show only the net weight of the copper or aluminum content of bi-metallic conductors and do not report the steel content. Conversion factors to assist in calculating net content will be found in the Defense Handbook, Chapter 1, Table 3
  - d. When completing Part 1 (Column D) Carbon Steel Check to see that the amounts shown for Codes 13, 14 and 17 add up to the total amount shown for Code 10 for Major Plant Additions.
9. REMARKS should include any general information which will be helpful to REA in analyzing this report. If you have material on hand which is in excess of your needs and which you are willing to sell or trade to other REA borrowers, please specify the sizes, types and amounts.



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## UNITED STATES DEPARTMENT OF AGRICULTURE

RURAL ELECTRIFICATION ADMINISTRATION

WASHINGTON 25, D. C. 20250

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U. S. DEPARTMENT OF AGRICULTURE

July 10, 1952

DEFENSE LETTER NO. 5

To : All REA Electrification Borrowers

Subject: Additional Controlled Materials Allotments --  
 Aluminum and Copper  
 REA Now Allots Materials for Headquarters Buildings

ADDITIONAL CONTROLLED MATERIALS ALLOTMENTS

Additional allotments of controlled materials (aluminum and copper) for delivery during the fourth quarter of 1952 and the first three quarters of 1953, are being mailed to many borrowers. These additional allotments are based on the firm allotment to the REA program just received from NPA for the fourth quarter of 1952 and extension of our advance allotment authorization through the third quarter of 1953. Additional allotments of steel are not available.

For the first time since the CMP program began, the electric utility industry and REA for its borrowers have been allotted 100% of stated requirements of aluminum. Copper, on the other hand, is still very scarce. This scarcity is reflected by a smaller allotment wherein the fourth quarter allotment to the REA program is only 74% of the stated copper requirements. As indicated before and in keeping with the recommendations of DEPA to the electric utility industry, it is still strongly suggested that borrowers investigate the use of aluminum in place of copper and make such substitutions wherever possible.

Although the present advance allotments of steel will remain in effect, no firm fourth quarter allotment of steel has been made available to REA for its borrowers, due to the shutdown in the steel industry.

The total amounts of controlled materials now available in comparison to amounts previously available are shown below:

Controlled Material	Previous REA Advance Allotment Authority	Current REA Allotment Authority Based on Firm Fourth Quarter Allotments
Aluminum 4Q52	11,706,568 lbs.	13,142,291 lbs.
1Q53	10,974,908	10,513,833
2Q53	8,779,926	9,856,718
3Q53	-	7,885,375
Copper 4Q52	7,780,544 lbs.	7,386,363
Wire 1Q53	7,294,260	5,909,090
2Q53	5,835,408	5,539,772
3Q53	-	4,431,818
Carbon 4Q52	5,958 tons	(no change)
Steel 1Q53	5,585	" "
2Q53	4,468	" "
3Q53	-	" "



REA NOW ALLOTS MATERIALS FOR HEADQUARTERS BUILDINGS

We are pleased to report to you that REA may now allot controlled materials for office buildings. In the past, it has been necessary for REA borrowers needing an allotment of controlled materials for the construction of headquarters facilities to apply directly to NPA for an allotment. Such allotments were made directly by NPA and this phase of the authorization and allotment procedure was not a part of the "pooling arrangement" which has operated so successfully in meeting other requirements of the electric program. Recent action by NPA transferred the function of allotting controlled materials for the construction of office buildings and related facilities of electric systems to the Defense Electric Power Administration, and under the DEPA delegation of authority, REA has this function for its electrification borrowers. A revised section of the REA Defense Handbook now being prepared for distribution to all REA borrowers will explain the simple procedures now in effect for this type of allotment.

It is anticipated that some allotments of steel to be used in headquarters buildings must be deferred until after the production of steel is resumed.

*Claude R. Wickard*

Administrator



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UNITED STATES DEPARTMENT OF AGRICULTURE  
RURAL ELECTRIFICATION ADMINISTRATION  
WASHINGTON 25, D. C.

August 13, 1952

DEFENSE LETTER NO. 6

To : All REA Electrification Borrowers

Subject: Decorative Use of Copper and Aluminum; Inventory Limitations  
for Copper and Aluminum Temporarily Suspended

DECORATIVE USE OF COPPER AND ALUMINUM

NPA has announced that the prohibition on the use of copper and aluminum in construction for decorative purposes and in gutters, downspouts, etc., when fabricated on the site, was revoked as of August 4.

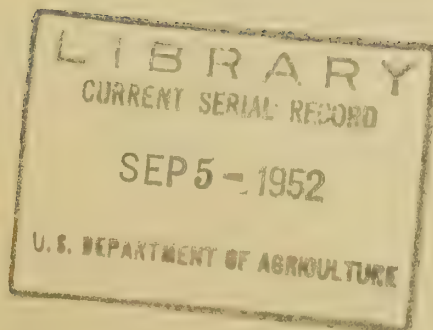
These changes now supersede REA recommendations in regard to the prohibition of copper and aluminum for decorative purposes contained in the combined Engineering Memorandum 226 and Power Memorandum 341, dated April 17, 1952.

Removal of the restrictions on the use of these two materials is possible now because of increased availability of copper and aluminum, according to the official announcement, but dropping the prohibition will not in itself effect any enlargement of copper or aluminum allotments.

INVENTORY LIMITATIONS FOR COPPER AND ALUMINUM TEMPORARILY SUSPENDED

Due to the lack of steel caused by the recent strike, the actual use of aluminum and copper has been below normal expectations. Realizing this, NPA and DEPA have temporarily suspended the inventory limitations for copper and aluminum. This relaxation of inventory regulations applies to REA electrification borrowers, but does not alter in any way the requirement of having an allotment to purchase those two controlled materials. Details of this temporary suspension will be sent to you shortly as an amendment to Chapter 1, Section 10 of the REA Defense Handbook.

*Claude R. Wickard*  
Administrator





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UNITED STATES DEPARTMENT OF AGRICULTURE  
RURAL ELECTRIFICATION ADMINISTRATION

WASHINGTON 25, D. C.

August 21, 1952

DEFENSE LETTER NO. 7

To : All REA Electrification Borrowers

Subject: Use of Form ADM-136R3 in Reporting Minor Requirements  
of Controlled Materials for First, Second, Third, and  
Fourth Quarters 1953

In order to make allotments of controlled materials accurately and equitably for the next four quarters, REA must have up-to-date information as to your minor requirements in each of the quarters. The immediate cooperation which all borrowers have displayed in the past is needed again to return to REA, not later than September 5, 1952, one copy of Form ADM-136R3 for each of the following quarters:

First Quarter 1953  
Second Quarter 1953  
Third Quarter 1953  
Fourth Quarter 1953

Eight copies of this form are enclosed. Fill out one copy for each of the four quarters and airmail these to REA. Fill out another copy for each quarter for your own records.

Before completing these Forms ADM-136R3, please review carefully the instructions printed on the reverse side of the form. We suggest that the REA Defense Handbook and other directions and information furnished you on the materials program be reviewed for definitions and conversion factors. This is essentially the same form as was used last time to report on minor requirements. It has been designed in worksheet form, so that you can compute on the one form the extent to which your minor requirements for controlled materials are unfilled for each quarter.

With this information, plus other data submitted on Form ADM-128 by borrowers having major plant additions, REA will have a clear, current picture of any rescheduling of construction that has been done during the previous quarter. Such information is essential to provide realistic statements of over-all REA program requirements to DEPA and to assure individual allotments promptly.

We appreciate that it is difficult to make definite estimates of minor requirements so far in advance of the quarter in which the materials will be delivered and used. Nevertheless, careful advance planning is basic to the Controlled Materials Plan and must be done if the REA pooling arrangement is to continue to be effective.

In estimating your requirements for future quarters, you should include



construction which is not yet under loan but which you have reason to believe will be under loan in time to permit the work to be done in the quarter indicated. REA cannot make actual allotments of material until a loan to finance the construction has been made, except where general funds are available for MRO and line construction in accordance with established REA procedure and practice.

Note that the form relates only to controlled materials. Class B products and products other than controlled materials are not to be reported on this form.

Power-type borrowers should give a brief descriptive statement of any construction other than MRO reported on this form.

Your prompt cooperation in returning to REA, via airmail, one copy of the enclosed form (ADM-136R3), accurately and completely filled out, for each of the four quarters -- first, second, third, and fourth quarters 1953 -- will be greatly appreciated and will make possible our prompt attention to your allotment of materials.

*Claude R. Wickard*

Administrator

Enclosures



## WORK SHEET FOR DEVELOPING AND REPORTING

## MINOR REQUIREMENTS OF CONTROLLED MATERIALS FOR QUARTER 19

INSTRUCTIONS: See reverse side of this form.

SYSTEM DESIGNATION

TO: U. S. DEPARTMENT OF AGRICULTURE, REA, WASHINGTON 25, D. C.

## PART I GENERAL DESCRIPTION OF MINOR WORK TO BE DONE IN THE ABOVE QUARTER

ITEMS OF CONSTRUCTION  
(Important - See reverse side for instructions.)  
(a)MILES  
(b)MEMBERS  
(c)

1. MEMBER SERVICE EXTENSIONS (MSE)

2. PROJECTS UNDER WAY (List each separately)

3. PROPOSED PROJECT CONSTRUCTION (List each separately, identifying system improvements)

PART II MINOR REQUIREMENTS OF CONTROLLED MATERIALS  
BASED ON ABOVE CONSTRUCTION PLUS MRO THIS QUARTER

ITEM (Important - See reverse side for instructions.) (a)	ALUMINUM BARE AND COVERED NET CONTENT (LBS) (b)	COPPER		CARBON STEEL		
		WIRE MILL NET CONTENT (LBS) (c)	BRASS MILL NET CONTENT (LBS) (d)	OTHER (Includes Guy & Static Wire) (TONS) (e)	HEAVY STRUCTURAL (TONS) (f)	PLATE (TONS) (g)
1. TOTAL ESTIMATED USE DURING THIS QUARTER FOR MRO, MSE, AND PROJECTS UNDERWAY.						
2. ESTIMATED USE FROM PRESENT INVENTORY AND FROM REA ALLOTMENTS ALREADY MADE FOR THIS AND PRIOR QUARTERS, BUT NOT DELIVERED, FOR MRO, MSE, AND PROJECTS UNDERWAY.						
3. ADDITIONAL ALLOTMENTS NOW REQUIRED FOR MRO, MSE AND PROJECTS UNDERWAY (ITEM 1 MINUS 2)						
4. TOTAL ESTIMATED USE DURING THIS QUARTER FOR PROPOSED PROJECTS. (CONSTRUCTION UNDER PART I, ITEM 3 ABOVE ONLY)						
5. ESTIMATED USE FROM PRESENT INVENTORY AND FROM REA ALLOTMENTS ALREADY MADE FOR THIS AND PRIOR QUARTERS, BUT NOT DELIVERED, FOR PROPOSED PROJECT CONSTRUCTION.						
6. ADDITIONAL ALLOTMENTS NOW REQUIRED FOR PROPOSED PROJECT CONSTRUCTION (ITEM 4 MINUS 5)						
7. TOTAL ADDITIONAL MINOR ALLOTMENTS NOW REQUIRED (ITEM 3 PLUS 6)						

REMARKS: (If additional space is necessary, use a separate sheet of paper).

## CERTIFICATION

The undersigned hereby certifies that he is authorized to execute this statement (on behalf of the borrower named above) and that the information contained herein is correct and complete to the best of his knowledge and belief.

DATE

TITLE

SIGNATURE



## INSTRUCTIONS

### MINOR REQUIREMENTS - FORM ADM-136R3

Two copies of this form should be completed for the quarter that it covers. Be sure to mark clearly the quarter and year on the form. Airmail the original of the report to REA and retain a copy for your files. This form pertains to MINOR REQUIREMENTS (including MRO) only. See Defense Handbook (ADM-138) for definition of minor requirements. If you have major plant additions the material requirements should be filed with REA on Form ADM-128 for each major plant addition as early as possible.

#### PART I

##### GENERAL DESCRIPTION OF WORK TO BE DONE

Part I should be used for listing the work to be accomplished, during the quarter this report covers, in general terms - miles and members.

Item 1 - List the miles and members you plan to build and connect, during the quarter you specify above, by work order construction - Member Service Extensions (MSE)--columns (b) and (c).

Item 2 - Projects Under Way: For the purpose of this report "Under way" includes projects for which plans and specifications or estimate work orders have been submitted to REA and also includes construction under contract or in process of construction by force account as of the date you submit this report. List the project designation just below "Under way" and identify it by notes referring to the construction contract, plans and specifications or estimate work orders that have been submitted to REA. Add together all miles, including new construction, conversion and line changes, and report total miles you plan to construct and members this will add during the quarter this report covers. If you have more than one project under way, list each separately. Add notes under "Remarks" to identify the system improvement items, when necessary. Do not include major plant additions.

Item 3 - Proposed Project Construction: Include the projects for which plans and specifications or estimate work orders have not been submitted, but will require materials during the quarter. This will include the portion of projects which you estimate will be loaned in sufficient time to permit commencement of construction during the quarter the specific report covers. Actual allotments of material cannot be made, however, until a loan has been granted or unless general funds are available in accordance with established procedures. List the project designation, such as "K", under "Proposed" and to the right list the miles and members you estimate can be built and connected during the quarter. If you have more than one proposed project, list each separately. List system improvements for the quarter as a separate item and refer to the system study by appropriate notes. Do not include major plant additions.

#### PART II

##### MINOR REQUIREMENTS OF CONTROLLED MATERIALS

Part II should be used to list the controlled materials required for the construction to be done during the quarter. Aluminum, bare and covered combined, should be listed in pounds

net aluminum content, column (b). Copper wire mill should be listed in pounds net copper content, column (c). (Do not include weight of steel content of bi-metallic conductor.) Copper brass mill should be listed in pounds net content, column (d). Other carbon steel, including guy and static wire, reinforcing bar, and light structural shapes, should be listed in column (e). Heavy structural carbon steel (structural shapes with at least one cross section dimension three inches or greater) should be listed in column (f). Plate carbon steel should be listed in column (g). Carbon steel should be listed in tons to the nearest one-tenth ton.

Item 1 - Total Estimated Use for MRO, MSE and Projects Under Way: List the total quantities of each controlled material that you plan to use for maintenance, repair and operation (MRO), member service extensions (MSE) and for project construction under way during the quarter this report covers. Records of past use for MRO and any schedules you have developed for MRO should be used as a guide for estimating MRO requirements.

Item 2 - List under each controlled material the quantity you will use from inventory or from allotments already made by REA for this or prior quarters but not yet delivered as of the date you file this report for MRO, MSE and project construction under way.

Item 3 - Additional Allotments Now Required for MRO, MSE, and Projects Under Way: This is your total estimated uses for these purposes (Item 1) minus that already available to you in inventory and from allotments already received that will be used (Item 2).

Item 4 - List the controlled materials you plan to use for minor "Proposed Project Construction" listed under Item 3, Part I, (above) during the quarter. Do not include requirements for major plant additions.

Item 5 - List under each controlled material the quantities you will use from inventory or from allotments already made by REA for this or prior quarters but not yet delivered as of the date you file this report for "Proposed Project Construction" only.

Item 6 - This is your estimated use for proposed project construction, minor (Item 4) minus that already available in your inventory and from previous allotments already received from REA that will be used for proposed project construction (Item 5).

Item 7 - Total Additional Minor Allotments Now Required: These are your additional minor allotments now required for MRO, MSE and Projects Under Way plus additional allotments now required for proposed project construction. It is the sum of Item 3 plus Item 6 for each controlled material.



WORK SHEET FOR DEVELOPING AND REPORTING  
MINOR REQUIREMENTS OF CONTROLLED MATERIALS FOR QUARTER 19

INSTRUCTIONS: See reverse side of this form.

SYSTEM DESIGNATION

TO: U.S. DEPARTMENT OF AGRICULTURE, REA, WASHINGTON 25, D.C.

## PART I GENERAL DESCRIPTION OF MINOR WORK TO BE DONE IN THE ABOVE QUARTER

ITEMS OF CONSTRUCTION  
(Important - See reverse side for instructions.)  
(a)MILES  
(b)MEMBERS  
(c)

1. MEMBER SERVICE EXTENSIONS (MSE)

2. PROJECTS UNDER WAY (List each separately)

3. PROPOSED PROJECT CONSTRUCTION (List each separately, identifying system improvements)

PART II MINOR REQUIREMENTS OF CONTROLLED MATERIALS  
BASED ON ABOVE CONSTRUCTION PLUS MRO THIS QUARTER

ITEM (Important - See reverse side for instructions.) (a)	ALUMINUM BARE AND COVERED NET CONTENT (LBS) (b)	COPPER		CARBON STEEL		
		WIRE MILL NET CONTENT (LBS) (c)	BRASS MILL NET CONTENT (LBS) (d)	OTHER (Includes Guy & Static Wire) (TONS) (e)	HEAVY STRUCTURAL (TONS) (f)	PLATE (TONS) (g)
1. TOTAL ESTIMATED USE DURING THIS QUARTER FOR MRO, MSE, AND PROJECTS UNDERWAY.						
2. ESTIMATED USE FROM PRESENT INVENTORY AND FROM REA ALLOTMENTS ALREADY MADE FOR THIS AND PRIOR QUARTERS, BUT NOT DELIVERED, FOR MRO, MSE, AND PROJECTS UNDERWAY.						
3. ADDITIONAL ALLOTMENTS NOW REQUIRED FOR MRO, MSE AND PROJECTS UNDERWAY (ITEM 1 MINUS 2)						
4. TOTAL ESTIMATED USE DURING THIS QUARTER FOR PROPOSED PROJECTS. (CONSTRUCTION UNDER PART I, ITEM 3 ABOVE ONLY)						
5. ESTIMATED USE FROM PRESENT INVENTORY AND FROM REA ALLOTMENTS ALREADY MADE FOR THIS AND PRIOR QUARTERS, BUT NOT DELIVERED, FOR PROPOSED PROJECT CONSTRUCTION.						
6. ADDITIONAL ALLOTMENTS NOW REQUIRED FOR PROPOSED PROJECT CONSTRUCTION (ITEM 4 MINUS 5)						
7. TOTAL ADDITIONAL MINOR ALLOTMENTS NOW REQUIRED (ITEM 3 PLUS 6)						

REMARKS: (If additional space is necessary, use a separate sheet of paper).

## CERTIFICATION

The undersigned hereby certifies that he is authorized to execute this statement (on behalf of the borrower named above) and that the information contained herein is correct and complete to the best of his knowledge and belief.

DATE

TITLE

SIGNATURE

## INSTRUCTIONS

### MINOR REQUIREMENTS - FORM ADM-136R3

Two copies of this form should be completed for the quarter that it covers. Be sure to mark clearly the quarter and year on the form. Airmail the original of the report to REA and retain a copy for your files. This form pertains to MINOR REQUIREMENTS (including MRO) only. See Defense Handbook (ADM-138) for definition of minor requirements. If you have major plant additions the material requirements should be filed with REA on Form ADM-128 for each major plant addition as early as possible.

#### PART I

##### GENERAL DESCRIPTION OF WORK TO BE DONE

Part I should be used for listing the work to be accomplished, during the quarter this report covers, in general terms - miles and members.

Item 1 - List the miles and members you plan to build and connect, during the quarter you specify above, by work order construction - Member Service Extensions (MSE)--columns (b) and (c).

Item 2 - Projects Under Way: For the purpose of this report "Under way" includes projects for which plans and specifications or estimate work orders have been submitted to REA and also includes construction under contract or in process of construction by force account as of the date you submit this report. List the project designation just below "Under way" and identify it by notes referring to the construction contract, plans and specifications or estimate work orders that have been submitted to REA. Add together all miles, including new construction, conversion and line changes, and report total miles you plan to construct and members this will add during the quarter this report covers. If you have more than one project under way, list each separately. Add notes under "Remarks" to identify the system improvement items, when necessary. Do not include major plant additions.

Item 3 - Proposed Project Construction: Include the projects for which plans and specifications or estimate work orders have not been submitted, but will require materials during the quarter. This will include the portion of projects which you estimate will be loaned in sufficient time to permit commencement of construction during the quarter the specific report covers. Actual allotments of material cannot be made, however, until a loan has been granted or unless general funds are available in accordance with established procedures. List the project designation, such as "K", under "Proposed" and to the right list the miles and members you estimate can be built and connected during the quarter. If you have more than one proposed project, list each separately. List system improvements for the quarter as a separate item and refer to the system study by appropriate notes. Do not include major plant additions.

#### PART II

##### MINOR REQUIREMENTS OF CONTROLLED MATERIALS

Part II should be used to list the controlled materials required for the construction to be done during the quarter. Aluminum, bare and covered combined, should be listed in pounds

net aluminum content, column (b). Copper wire mill should be listed in pounds net copper content, column (c). (Do not include weight of steel content of bi-metallic conductor.) Copper brass mill should be listed in pounds net content, column (d). Other carbon steel, including guy and static wire, reinforcing bar, and light structural shapes, should be listed in column (e). Heavy structural carbon steel (structural shapes with at least one cross section dimension three inches or greater) should be listed in column (f). Plate carbon steel should be listed in column (g). Carbon steel should be listed in tons to the nearest one-tenth ton.

Item 1 - Total Estimated Use for MRO, MSE and Projects Under Way: List the total quantities of each controlled material that you plan to use for maintenance, repair and operation (MRO), member service extensions (MSE) and for project construction under way during the quarter this report covers. Records of past use for MRO and any schedules you have developed for MRO should be used as a guide for estimating MRO requirements.

Item 2 - List under each controlled material the quantity you will use from inventory or from allotments already made by REA for this or prior quarters but not yet delivered as of the date you file this report for MRO, MSE and project construction under way.

Item 3 - Additional Allotments Now Required for MRO, MSE, and Projects Under Way: This is your total estimated uses for these purposes (Item 1) minus that already available to you in inventory and from allotments already received that will be used (Item 2).

Item 4 - List the controlled materials you plan to use for minor "Proposed Project Construction" listed under Item 3, Part I, (above) during the quarter. Do not include requirements for major plant additions.

Item 5 - List under each controlled material the quantities you will use from inventory or from allotments already made by REA for this or prior quarters but not yet delivered as of the date you file this report for "Proposed Project Construction" only.

Item 6 - This is your estimated use for proposed project construction, minor (Item 4) minus that already available in your inventory and from previous allotments already received from REA that will be used for proposed project construction (Item 5).

Item 7 - Total Additional Minor Allotments Now Required: These are your additional minor allotments now required for MRO, MSE and Projects Under Way plus additional allotments now required for proposed project construction. It is the sum of Item 3 plus Item 6 for each controlled material.



## WORK SHEET FOR DEVELOPING AND REPORTING

## MINOR REQUIREMENTS OF CONTROLLED MATERIALS FOR \_\_\_\_\_ QUARTER 19\_\_\_\_

INSTRUCTIONS: See reverse side of this form.

SYSTEM DESIGNATION

TO: U. S. DEPARTMENT OF AGRICULTURE, REA, WASHINGTON 25, D.C.

## PART I GENERAL DESCRIPTION OF MINOR WORK TO BE DONE IN THE ABOVE QUARTER

ITEMS OF CONSTRUCTION  
(Important - See reverse side for instructions.)  
(a)MILES  
(b)MEMBERS  
(c)

1. MEMBER SERVICE EXTENSIONS (MSE)

2. PROJECTS UNDER WAY (List each separately)

3. PROPOSED PROJECT CONSTRUCTION (List each separately, identifying system improvements)

PART II MINOR REQUIREMENTS OF CONTROLLED MATERIALS  
BASED ON ABOVE CONSTRUCTION PLUS MRO THIS QUARTER

ITEM (Important - See reverse side for instructions.) (a)	ALUMINUM BARE AND COVERED NET CONTENT (LBS) (b)	COPPER		CARBON STEEL		
		WIRE MILL NET CONTENT (LBS) (c)	BRASS MILL NET CONTENT (LBS) (d)	OTHER (Includes Guy & Static Wire) (TONS) (e)	HEAVY STRUCTURAL (TONS) (f)	PLATE (TONS) (g)
1. TOTAL ESTIMATED USE DURING THIS QUARTER FOR MRO, MSE, AND PROJECTS UNDERWAY.						
2. ESTIMATED USE FROM PRESENT INVENTORY AND FROM REA ALLOTMENTS ALREADY MADE FOR THIS AND PRIOR QUARTERS, BUT NOT DELIVERED, FOR MRO, MSE, AND PROJECTS UNDERWAY.						
3. ADDITIONAL ALLOTMENTS NOW REQUIRED FOR MRO, MSE AND PROJECTS UNDERWAY (ITEM 1 MINUS 2)						
4. TOTAL ESTIMATED USE DURING THIS QUARTER FOR PROPOSED PROJECTS. (CONSTRUCTION UNDER PART I, ITEM 3 ABOVE ONLY)						
5. ESTIMATED USE FROM PRESENT INVENTORY AND FROM REA ALLOTMENTS ALREADY MADE FOR THIS AND PRIOR QUARTERS, BUT NOT DELIVERED, FOR PROPOSED PROJECT CONSTRUCTION.						
6. ADDITIONAL ALLOTMENTS NOW REQUIRED FOR PROPOSED PROJECT CONSTRUCTION (ITEM 4 MINUS 5)						
7. TOTAL ADDITIONAL MINOR ALLOTMENTS NOW REQUIRED (ITEM 3 PLUS 6)						

REMARKS: (If additional space is necessary, use a separate sheet of paper).

## CERTIFICATION

The undersigned hereby certifies that he is authorized to execute this statement (on behalf of the borrower named above) and that the information contained herein is correct and complete to the best of his knowledge and belief.

DATE

TITLE

SIGNATURE

## INSTRUCTIONS

### MINOR REQUIREMENTS - FORM ADM-136R3

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#### PART I

##### GENERAL DESCRIPTION OF WORK TO BE DONE

Part I should be used for listing the work to be accomplished, during the quarter this report covers, in general terms - miles and members.

Item 1 - List the miles and members you plan to build and connect, during the quarter you specify above, by work order construction - Member Service Extensions (MSE)--columns (b) and (c).

Item 2 - Projects Under Way: For the purpose of this report "Under way" includes projects for which plans and specifications or estimate work orders have been submitted to REA and also includes construction under contract or in process of construction by force account as of the date you submit this report. List the project designation just below "Under way" and identify it by notes referring to the construction contract, plans and specifications or estimate work orders that have been submitted to REA. Add together all miles, including new construction, conversion and line changes, and report total miles you plan to construct and members this will add during the quarter this report covers. If you have more than one project under way, list each separately. Add notes under "Remarks" to identify the system improvement items, when necessary. Do not include major plant additions.

Item 3 - Proposed Project Construction: Include the projects for which plans and specifications or estimate work orders have not been submitted, but will require materials during the quarter. This will include the portion of projects which you estimate will be loaned in sufficient time to permit commencement of construction during the quarter the specific report covers. Actual allotments of material cannot be made, however, until a loan has been granted or unless general funds are available in accordance with established procedures. List the project designation, such as "K", under "Proposed" and to the right list the miles and members you estimate can be built and connected during the quarter. If you have more than one proposed project, list each separately. List system improvements for the quarter as a separate item and refer to the system study by appropriate notes. Do not include major plant additions.

#### PART II

##### MINOR REQUIREMENTS OF CONTROLLED MATERIALS

Part II should be used to list the controlled materials required for the construction to be done during the quarter. Aluminum, bare and covered combined, should be listed in pounds

net aluminum content, column (b). Copper wire mill should be listed in pounds net copper content, column (c). (Do not include weight of steel content of bi-metallic conductor.) Copper brass mill should be listed in pounds net content, column (d). Other carbon steel, including guy and static wire, reinforcing bar, and light structural shapes, should be listed in column (e). Heavy structural carbon steel (structural shapes with at least one cross section dimension three inches or greater) should be listed in column (f). Plate carbon steel should be listed in column (g). Carbon steel should be listed in tons to the nearest one-tenth ton.

Item 1 - Total Estimated Use for MRO, MSE and Projects Under Way: List the total quantities of each controlled material that you plan to use for maintenance, repair and operation (MRO), member service extensions (MSE) and for project construction under way during the quarter this report covers. Records of past use for MRO and any schedules you have developed for MRO should be used as a guide for estimating MRO requirements.

Item 2 - List under each controlled material the quantity you will use from inventory or from allotments already made by REA for this or prior quarters but not yet delivered as of the date you file this report for MRO, MSE and project construction under way.

Item 3 - Additional Allotments Now Required for MRO, MSE, and Projects Under Way: This is your total estimated uses for these purposes (Item 1) minus that already available to you in inventory and from allotments already received that will be used (Item 2).

Item 4 - List the controlled materials you plan to use for minor "Proposed Project Construction" listed under Item 3, Part I, (above) during the quarter. Do not include requirements for major plant additions.

Item 5 - List under each controlled material the quantities you will use from inventory or from allotments already made by REA for this or prior quarters but not yet delivered as of the date you file this report for "Proposed Project Construction" only.

Item 6 - This is your estimated use for proposed project construction, minor (Item 4) minus that already available in your inventory and from previous allotments already received from REA that will be used for proposed project construction (Item 5).

Item 7 - Total Additional Minor Allotments Now Required: These are your additional minor allotments now required for MRO, MSE and Projects Under Way plus additional allotments now required for proposed project construction. It is the sum of Item 3 plus Item 6 for each controlled material.



## WORK SHEET FOR DEVELOPING AND REPORTING

## MINOR REQUIREMENTS OF CONTROLLED MATERIALS FOR \_\_\_\_\_ QUARTER 19\_\_\_\_

INSTRUCTIONS: See reverse side of this form.

SYSTEM DESIGNATION

TO: U. S. DEPARTMENT OF AGRICULTURE, REA, WASHINGTON 25, D.C.

## PART I GENERAL DESCRIPTION OF MINOR WORK TO BE DONE IN THE ABOVE QUARTER

ITEMS OF CONSTRUCTION (Important - See reverse side for instructions.) (a)		MILES (b)	MEMBERS (c)
1. MEMBER SERVICE EXTENSIONS (MSE)			
2. PROJECTS UNDER WAY (List each separately)			
3. PROPOSED PROJECT CONSTRUCTION (List each separately, identifying system improvements)			

PART II MINOR REQUIREMENTS OF CONTROLLED MATERIALS  
BASED ON ABOVE CONSTRUCTION PLUS MRO THIS QUARTER

ITEM (Important - See reverse side for instructions.) (a)	ALUMINUM BARE AND COVERED NET CONTENT (LBS) (b)	COPPER		CARBON STEEL		
		WIRE MILL NET CONTENT (LBS) (c)	BRASS MILL NET CONTENT (LBS) (d)	OTHER (Includes Guy & Static Wire) (TONS) (e)	HEAVY STRUCTURAL (TONS) (f)	PLATE (TONS) (g)
1. TOTAL ESTIMATED USE DURING THIS QUARTER FOR MRO, MSE, AND PROJECTS UNDERWAY.						
2. ESTIMATED USE FROM PRESENT INVENTORY AND FROM REA ALLOTMENTS ALREADY MADE FOR THIS AND PRIOR QUARTERS, BUT NOT DELIVERED, FOR MRO, MSE, AND PROJECTS UNDERWAY.						
3. ADDITIONAL ALLOTMENTS NOW REQUIRED FOR MRO, MSE AND PROJECTS UNDERWAY (ITEM 1 MINUS 2)						
4. TOTAL ESTIMATED USE DURING THIS QUARTER FOR PROPOSED PROJECTS. (CONSTRUCTION UNDER PART I, ITEM 3 ABOVE ONLY)						
5. ESTIMATED USE FROM PRESENT INVENTORY AND FROM REA ALLOTMENTS ALREADY MADE FOR THIS AND PRIOR QUARTERS, BUT NOT DELIVERED, FOR PROPOSED PROJECT CONSTRUCTION.						
6. ADDITIONAL ALLOTMENTS NOW REQUIRED FOR PROPOSED PROJECT CONSTRUCTION (ITEM 4 MINUS 5)						
7. TOTAL ADDITIONAL MINOR ALLOTMENTS NOW REQUIRED (ITEM 3 PLUS 6)						

REMARKS: (If additional space is necessary, use a separate sheet of paper).

## CERTIFICATION

The undersigned hereby certifies that he is authorized to execute this statement (on behalf of the borrower named above) and that the information contained herein is correct and complete to the best of his knowledge and belief.

DATE

TITLE

SIGNATURE

## INSTRUCTIONS

### MINOR REQUIREMENTS - FORM ADM-136R3

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#### PART I

##### GENERAL DESCRIPTION OF WORK TO BE DONE

Part I should be used for listing the work to be accomplished, during the quarter this report covers, in general terms - miles and members.

Item 1 - List the miles and members you plan to build and connect, during the quarter you specify above, by work order construction - Member Service Extensions (MSE)--columns (b) and (c).

Item 2 - Projects Under Way: For the purpose of this report "Under way" includes projects for which plans and specifications or estimate work orders have been submitted to REA and also includes construction under contract or in process of construction by force account as of the date you submit this report. List the project designation just below "Under way" and identify it by notes referring to the construction contract, plans and specifications or estimate work orders that have been submitted to REA. Add together all miles, including new construction, conversion and line changes, and report total miles you plan to construct and members this will add during the quarter this report covers. If you have more than one project under way, list each separately. Add notes under "Remarks" to identify the system improvement items, when necessary. Do not include major plant additions.

Item 3 - Proposed Project Construction: Include the projects for which plans and specifications or estimate work orders have not been submitted, but will require materials during the quarter. This will include the portion of projects which you estimate will be loaned in sufficient time to permit commencement of construction during the quarter the specific report covers. Actual allotments of material cannot be made, however, until a loan has been granted or unless general funds are available in accordance with established procedures. List the project designation, such as "K", under "Proposed" and to the right list the miles and members you estimate can be built and connected during the quarter. If you have more than one proposed project, list each separately. List system improvements for the quarter as a separate item and refer to the system study by appropriate notes. Do not include major plant additions.

#### PART II

##### MINOR REQUIREMENTS OF CONTROLLED MATERIALS

Part II should be used to list the controlled materials required for the construction to be done during the quarter. Aluminum, bare and covered combined, should be listed in pounds

net aluminum content, column (b). Copper wire mill should be listed in pounds net copper content, column (c). (Do not include weight of steel content of bi-metallic conductor.) Copper brass mill should be listed in pounds net content, column (d). Other carbon steel, including guy and static wire, reinforcing bar, and light structural shapes, should be listed in column (e). Heavy structural carbon steel (structural shapes with at least one cross section dimension three inches or greater) should be listed in column (f). Plate carbon steel should be listed in column (g). Carbon steel should be listed in tons to the nearest one-tenth ton.

Item 1 - Total Estimated Use for MRO, MSE and Projects Under Way: List the total quantities of each controlled material that you plan to use for maintenance, repair and operation (MRO), member service extensions (MSE) and for project construction under way during the quarter this report covers. Records of past use for MRO and any schedules you have developed for MRO should be used as a guide for estimating MRO requirements.

Item 2 - List under each controlled material the quantity you will use from inventory or from allotments already made by REA for this or prior quarters but not yet delivered as of the date you file this report for MRO, MSE and project construction under way.

Item 3 - Additional Allotments Now Required for MRO, MSE, and Projects Under Way: This is your total estimated uses for these purposes (Item 1) minus that already available to you in inventory and from allotments already received that will be used (Item 2).

Item 4 - List the controlled materials you plan to use for minor "Proposed Project Construction" listed under Item 3, Part I, (above) during the quarter. Do not include requirements for major plant additions.

Item 5 - List under each controlled material the quantities you will use from inventory or from allotments already made by REA for this or prior quarters but not yet delivered as of the date you file this report for "Proposed Project Construction" only.

Item 6 - This is your estimated use for proposed project construction, minor (Item 4) minus that already available in your inventory and from previous allotments already received from REA that will be used for proposed project construction (Item 5).

Item 7 - Total Additional Minor Allotments Now Required: These are your additional minor allotments now required for MRO, MSE and Projects Under Way plus additional allotments now required for proposed project construction. It is the sum of Item 3 plus Item 6 for each controlled material.



## WORK SHEET FOR DEVELOPING AND REPORTING

## MINOR REQUIREMENTS OF CONTROLLED MATERIALS FOR \_\_\_\_\_ QUARTER 19 \_\_\_\_\_

INSTRUCTIONS: See reverse side of this form.

SYSTEM DESIGNATION \_\_\_\_\_

TO: U.S. DEPARTMENT OF AGRICULTURE, REA, WASHINGTON 25, D.C.

## PART I GENERAL DESCRIPTION OF MINOR WORK TO BE DONE IN THE ABOVE QUARTER

ITEMS OF CONSTRUCTION  
(Important - See reverse side for instructions.)  
(a)MILES  
(b)MEMBERS  
(c)

1. MEMBER SERVICE EXTENSIONS (MSE)

2. PROJECTS UNDER WAY (List each separately)

3. PROPOSED PROJECT CONSTRUCTION (List each separately, identifying system improvements)

PART II MINOR REQUIREMENTS OF CONTROLLED MATERIALS  
BASED ON ABOVE CONSTRUCTION PLUS MRO THIS QUARTER

ITEM (Important - See reverse side for instructions.) (a)	ALUMINUM BARE AND COVERED NET CONTENT (LBS) (b)	COPPER		CARBON STEEL		
		WIRE MILL NET CONTENT (LBS) (c)	BRASS MILL NET CONTENT (LBS) (d)	OTHER (Includes Guy & Static Wire) (TONS) (e)	HEAVY STRUCTURAL (TONS) (f)	PLATE (TONS) (g)
1. TOTAL ESTIMATED USE DURING THIS QUARTER FOR MRO, MSE, AND PROJECTS UNDERWAY.						
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REMARKS: (If additional space is necessary, use a separate sheet of paper).

## CERTIFICATION

The undersigned hereby certifies that he is authorized to execute this statement (on behalf of the borrower named above) and that the information contained herein is correct and complete to the best of his knowledge and belief.

DATE \_\_\_\_\_

TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

## INSTRUCTIONS

### MINOR REQUIREMENTS - FORM ADM-136R3

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#### PART I

##### GENERAL DESCRIPTION OF WORK TO BE DONE

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#### PART II

##### MINOR REQUIREMENTS OF CONTROLLED MATERIALS

Part II should be used to list the controlled materials required for the construction to be done during the quarter. Aluminum, bare and covered combined, should be listed in pounds

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Item 6 - This is your estimated use for proposed project construction, minor (Item 4) minus that already available in your inventory and from previous allotments already received from REA that will be used for proposed project construction (Item 5).

Item 7 - Total Additional Minor Allotments Now Required: These are your additional minor allotments now required for MRO, MSE and Projects Under Way plus additional allotments now required for proposed project construction. It is the sum of Item 3 plus Item 6 for each controlled material.



## WORK SHEET FOR DEVELOPING AND REPORTING

## MINOR REQUIREMENTS OF CONTROLLED MATERIALS FOR \_\_\_\_\_ QUARTER 19\_\_\_\_

INSTRUCTIONS: See reverse side of this form.

SYSTEM DESIGNATION \_\_\_\_\_

TO: U.S. DEPARTMENT OF AGRICULTURE, REA, WASHINGTON 25, D.C.

## PART I GENERAL DESCRIPTION OF MINOR WORK TO BE DONE IN THE ABOVE QUARTER

ITEMS OF CONSTRUCTION  
(Important - See reverse side for instructions.)  
(a)MILES  
(b)MEMBERS  
(c)

1. MEMBER SERVICE EXTENSIONS (MSE)

2. PROJECTS UNDER WAY (List each separately)

3. PROPOSED PROJECT CONSTRUCTION (List each separately, identifying system improvements)

PART II MINOR REQUIREMENTS OF CONTROLLED MATERIALS  
BASED ON ABOVE CONSTRUCTION PLUS MRO THIS QUARTER

ITEM (Important - See reverse side for instructions.) (a)	ALUMINUM BARE AND COVERED NET CONTENT (LBS) (b)	COPPER		CARBON STEEL		
		WIRE MILL NET CONTENT (LBS) (c)	BRASS MILL NET CONTENT (LBS) (d)	OTHER (Includes Guy & Static Wire) (TONS) (e)	HEAVY STRUCTURAL (TONS) (f)	PLATE (TONS) (g)
1. TOTAL ESTIMATED USE DURING THIS QUARTER FOR MRO, MSE, AND PROJECTS UNDERWAY.						
2. ESTIMATED USE FROM PRESENT INVENTORY AND FROM REA ALLOTMENTS ALREADY MADE FOR THIS AND PRIOR QUARTERS, BUT NOT DELIVERED, FOR MRO, MSE, AND PROJECTS UNDERWAY.						
3. ADDITIONAL ALLOTMENTS NOW REQUIRED FOR MRO, MSE AND PROJECTS UNDERWAY (ITEM 1 MINUS 2)						
4. TOTAL ESTIMATED USE DURING THIS QUARTER FOR PROPOSED PROJECTS. (CONSTRUCTION UNDER PART I, ITEM 3 ABOVE ONLY)						
5. ESTIMATED USE FROM PRESENT INVENTORY AND FROM REA ALLOTMENTS ALREADY MADE FOR THIS AND PRIOR QUARTERS, BUT NOT DELIVERED, FOR PROPOSED PROJECT CONSTRUCTION.						
6. ADDITIONAL ALLOTMENTS NOW REQUIRED FOR PROPOSED PROJECT CONSTRUCTION (ITEM 4 MINUS 5)						
7. TOTAL ADDITIONAL MINOR ALLOTMENTS NOW REQUIRED (ITEM 3 PLUS 6)						

REMARKS: (If additional space is necessary, use a separate sheet of paper).

## CERTIFICATION

The undersigned hereby certifies that he is authorized to execute this statement (on behalf of the borrower named above) and that the information contained herein is correct and complete to the best of his knowledge and belief.

DATE \_\_\_\_\_

TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

## INSTRUCTIONS

### MINOR REQUIREMENTS - FORM ADM-136R3

Two copies of this form should be completed for the quarter that it covers. Be sure to mark clearly the quarter and year on the form. Airmail the original of the report to REA and retain a copy for your files. This form pertains to MINOR REQUIREMENTS (including MRO) only. See Defense Handbook (ADM-138) for definition of minor requirements. If you have major plant additions the material requirements should be filed with REA on Form ADM-128 for each major plant addition as early as possible.

#### PART I

##### GENERAL DESCRIPTION OF WORK TO BE DONE

Part I should be used for listing the work to be accomplished, during the quarter this report covers, in general terms - miles and members.

Item 1 - List the miles and members you plan to build and connect, during the quarter you specify above, by work order construction - Member Service Extensions (MSE)--columns (b) and (c).

Item 2 - Projects Under Way: For the purpose of this report "Under way" includes projects for which plans and specifications or estimate work orders have been submitted to REA and also includes construction under contract or in process of construction by force account as of the date you submit this report. List the project designation just below "Under way" and identify it by notes referring to the construction contract, plans and specifications or estimate work orders that have been submitted to REA. Add together all miles, including new construction, conversion and line changes, and report total miles you plan to construct and members this will add during the quarter this report covers. If you have more than one project under way, list each separately. Add notes under "Remarks" to identify the system improvement items, when necessary. Do not include major plant additions.

Item 3 - Proposed Project Construction: Include the projects for which plans and specifications or estimate work orders have not been submitted, but will require materials during the quarter. This will include the portion of projects which you estimate will be loaned in sufficient time to permit commencement of construction during the quarter the specific report covers. Actual allotments of material cannot be made, however, until a loan has been granted or unless general funds are available in accordance with established procedures. List the project designation, such as "K", under "Proposed" and to the right list the miles and members you estimate can be built and connected during the quarter. If you have more than one proposed project, list each separately. List system improvements for the quarter as a separate item and refer to the system study by appropriate notes. Do not include major plant additions.

#### PART II

##### MINOR REQUIREMENTS OF CONTROLLED MATERIALS

Part II should be used to list the controlled materials required for the construction to be done during the quarter. Aluminum, bare and covered combined, should be listed in pounds

net aluminum content, column (b). Copper wire mill should be listed in pounds net copper content, column (c). (Do not include weight of steel content of bi-metallic conductor.) Copper brass mill should be listed in pounds net content, column (d). Other carbon steel, including guy and static wire, reinforcing bar, and light structural shapes, should be listed in column (e). Heavy structural carbon steel (structural shapes with at least one cross section dimension three inches or greater) should be listed in column (f). Plate carbon steel should be listed in column (g). Carbon steel should be listed in tons to the nearest one-tenth ton.

Item 1 - Total Estimated Use for MRO, MSE and Projects Under Way: List the total quantities of each controlled material that you plan to use for maintenance, repair and operation (MRO), member service extensions (MSE) and for project construction under way during the quarter this report covers. Records of past use for MRO and any schedules you have developed for MRO should be used as a guide for estimating MRO requirements.

Item 2 - List under each controlled material the quantity you will use from inventory or from allotments already made by REA for this or prior quarters but not yet delivered as of the date you file this report for MRO, MSE and project construction under way.

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## WORK SHEET FOR DEVELOPING AND REPORTING

## MINOR REQUIREMENTS OF CONTROLLED MATERIALS FOR \_\_\_\_\_ QUARTER 19\_\_\_\_

INSTRUCTIONS: See reverse side of this form.

SYSTEM DESIGNATION

TO: U.S. DEPARTMENT OF AGRICULTURE, REA, WASHINGTON 25, D.C.

## PART I GENERAL DESCRIPTION OF MINOR WORK TO BE DONE IN THE ABOVE QUARTER

ITEMS OF CONSTRUCTION  
(Important - See reverse side for instructions.)  
(a)MILES  
(b)MEMBERS  
(c)

1. MEMBER SERVICE EXTENSIONS (MSE)

2. PROJECTS UNDER WAY (List each separately)

3. PROPOSED PROJECT CONSTRUCTION (List each separately, identifying system improvements)

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BASED ON ABOVE CONSTRUCTION PLUS MRO THIS QUARTER

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REMARKS: (If additional space is necessary, use a separate sheet of paper).

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The undersigned hereby certifies that he is authorized to execute this statement (on behalf of the borrower named above) and that the information contained herein is correct and complete to the best of his knowledge and belief.

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SIGNATURE

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DATE \_\_\_\_\_

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UNITED STATES DEPARTMENT OF AGRICULTURE  
RURAL ELECTRIFICATION ADMINISTRATION  
WASHINGTON 25, D. C.

August 21, 1952

DEFENSE LETTER NO. 8

To : All Electrification Borrowers

Subject: Special Procedure for 3Q52 and 4Q52 Orders; Temporary Suspension of Inventory Limitations on Aluminum and Copper; Temporary Reduction in Permissible Steel Inventory

SPECIAL PROCEDURE FOR 3Q52 and 4Q52 ORDERS

On July 29, 1952, NPA clarified the status of steel orders backlogged as a result of the strike by issuing Direction 6 to Revised CMP Regulation 6. This permits the orderly placement and acceptance of steel orders for the third quarter 1952 and for the fourth quarter 1952 even though they call for delivery after the end of the quarter. The change in procedure makes it possible for all steel orders previously authorized under CMP and accepted by the mills to be filled according to their place in line.

The Direction provides that orders bearing allotment symbols for the third quarter and placed on and after July 29, 1952 may call for delivery at any time up to November 30, 1952. Steel producers and distributors receiving such third-quarter orders which call for delivery between October 1, 1952 and November 30, 1952 are required to accept and fill them ahead of fourth-quarter orders calling for delivery between October 1, 1952 and November 30, 1952.

Borrowers' fourth-quarter orders for steel placed on or after July 29, 1952, may call for delivery at any time from October 1, 1952 to February 28, 1953. Steel producers and distributors receiving such fourth-quarter orders which call for delivery between January 1, 1953 and February 28, 1953 are required to accept and fill them ahead of first-quarter 1953 orders calling for delivery between January 1, 1953 and February 28, 1953.

Normal carryover procedures are set forth in Chapter 1, Section 7, of the REA Defense Handbook.

TEMPORARY SUSPENSION OF INVENTORY LIMITATIONS ON ALUMINUM AND COPPER

A temporary suspension of the inventory limitations on aluminum and copper controlled materials is provided by Direction 1 to NPA Order M-50, effective July 22, 1952.

This is necessary because use of such materials in construction has been delayed by the lack of steel, thereby causing the normal rate of delivery of aluminum and copper to exceed the rate of use.

So long as the temporary suspension of limitations on inventory is in effect, borrowers may accept delivery of any item of aluminum and copper controlled



materials without regard to the inventory limitations of NPA Order M-50, set forth in Chapter 1, Section 10, of the REA Defense Handbook.

However, the Direction does not permit borrowers to obtain any controlled materials or to make any allotments in excess of those authorized.

TEMPORARY REDUCTION IN PERMISSIBLE STEEL INVENTORY

Direction 2 to NPA Order M-50 tightens inventory limitations on steel for REA borrowers for the period September 1 to December 31, 1952. The announcement on August 15 prohibits acceptance of delivery of any item of steel controlled material that would cause the borrower's inventory to exceed a 60-day supply or a practicable working inventory, whichever is less.

This restriction temporarily takes the place of the 90-day inventory limitation set forth in Order M-50 and explained in Chapter 1, Section 10, of the REA Defense Handbook. Other provisions of inventory control on steel controlled materials remain unchanged.

The change from 90 days to 60 days is necessary in order to spread the limited supply of steel more evenly until production makes up the loss occasioned by the recent strike.

*Claude R Wickard*

Administrator

